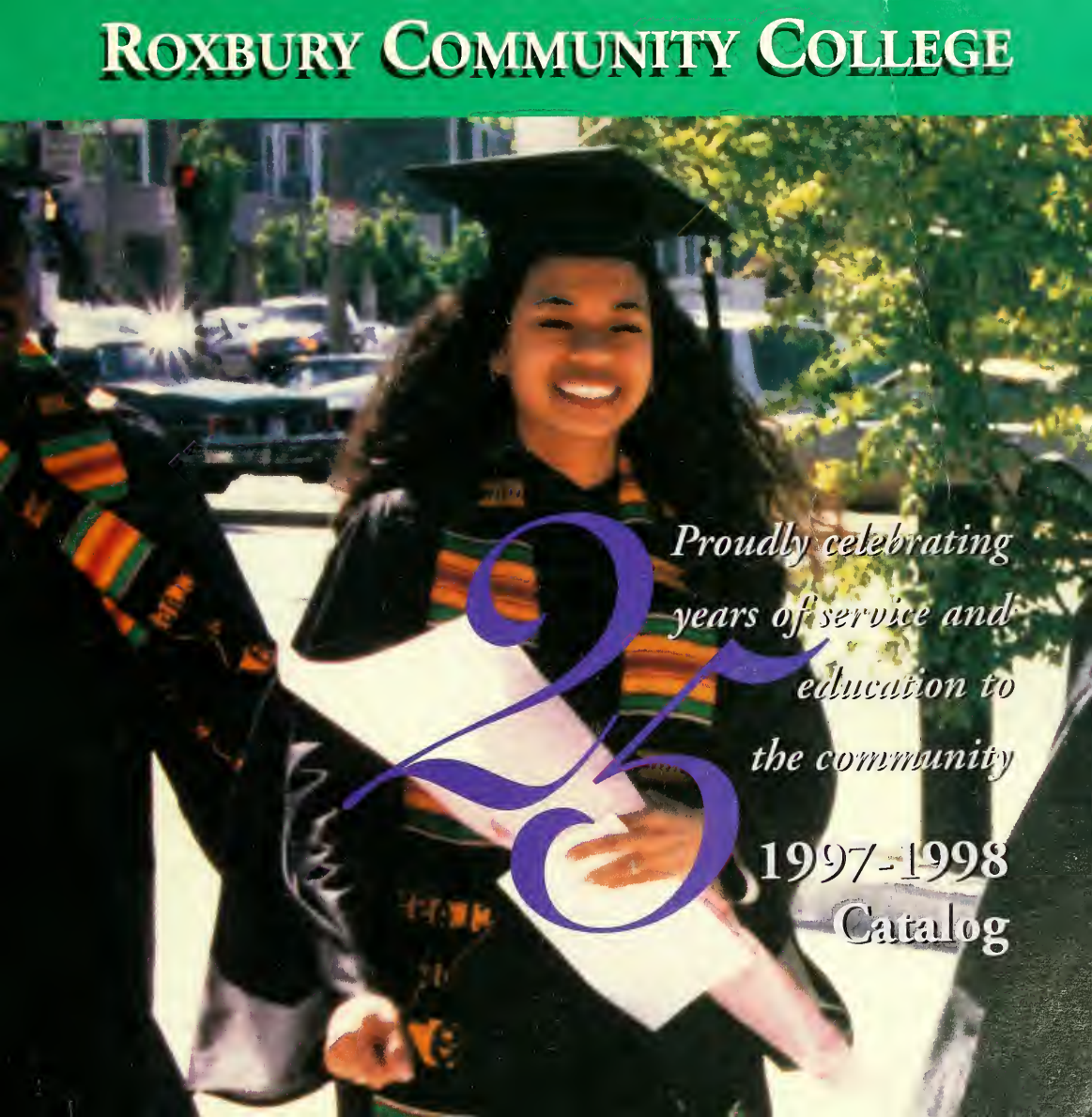


ROXBURY COMMUNITY COLLEGE



*Proudly celebrating
years of service and
education to
the community*

1997-1998
Catalog

RCC History...



The many faces of Roxbury Community College

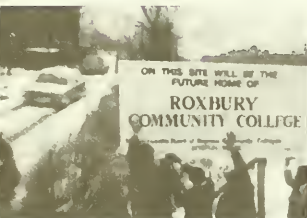
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1997-98
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*Roxbury Community College has helped shape the lives of many during its 25 years.
(Above sign) Erected on the building site which today is the home of the RCC Campus.*

RCC 1997-1998 ACADEMIC CALENDAR

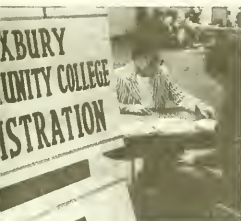
FALL 1997



Labor Day	September 1	Monday
Faculty Institute	September 2	Tuesday
DCE Faculty Meeting	September 3	Wednesday
Registration	September 3,4,5	Wednesday-Friday
First Day of Classes (Day & Evening)	September 8	Monday
Late Registration	September 9,10	Tuesday,Wednesday
Last Day - Add/Drop	September 15	Monday
Majors' Day	September 30	Tuesday
Fall Convocation	October 9	Thursday
Columbus Day (no classes)	October 13	Monday
Mid-Semester Exam Week	October 27-31	Monday-Saturday
Mid-Semester Grades due to Registrar	November 3	Monday
Incomplete Grades due to Registrar (SP1997)	November 10	Monday
English Placement Exams	November 10-17	Monday-Monday
Veteran's Day (no classes)	November 11	Tuesday
Last Day to Withdraw*	November 17	Monday
Thanksgiving Break (no classes)	November 26-30	Wednesday-Sunday
Returning Students' Registration	December 1-5	Monday-Friday
English Placement Exams	December 1-5	Monday-Friday
Last Day of Classes	December 12	Friday
Final Examinations	December 15-19	Monday-Friday
Last Day of Classes (DCE)	December 20	Saturday
Final Grades due	December 23	Tuesday

*Nursing students, please see Nursing Department for withdrawal dates.

SPRING 1998



Registration	January 13,14,15	Tuesday-Thursday
Faculty Institute	January 16	Friday
Martin Luther King Day (college closed)	January 19	Monday
First Day of Classes	January 20	Tuesday
Late Registration	January 21,22	Wednesday-Thursday
Last Day of Add/Drop	January 27	Tuesday
Presidents' Day	February 16	Monday
Mid-Semester Exam Week	March 9-13	Monday-Friday
Spring Break	March 16-21	Monday-Friday
Evacuation day	March 17	Tuesday
Mid-Term Grades (due to Registrar)	March 26	Thursday
Incomplete Grades Due (FALL 1997)	April 1	Wednesday
Last Day to 'Withdraw'	April 10	Friday
English Placement Exams	April 13-17	Monday-Friday
Patriot's Day (no classes)	April 20	Monday
Returning Student Registration	April 27-May 1	Monday-Friday
English Placement Exams	April 27-May 1	Monday-Friday
Last Day of Classes (day)	May 8	Friday
Last Day of Classes (evening)	May 11	Monday
Final Examination Period	May 11-15	Monday-Friday
Final Grades Due (by 9:00a.m.)	May 20	Wednesday
Memorial day	May 25	Monday
Commencement	June 5	Friday

*Nursing students, please see Nursing Department for withdrawal dates.

BOARD OF TRUSTEES

PRESIDENT

Dr. Grace Carolyn Brown
B.S.N., M.S.N., Case Western
Reserve University
Ed.D, Nova University

TRUSTEES

Dr. Donald J. Reaves, *Chairperson*
Mr. Sharif Abdal-Khallaq, *Vice-Chairperson*
Dr. Toye Lee Brown
Mr. Harry Sterling, Jr., *Treasurer*
Dr. Mildred Collins Blackman, *Secretary*
Mr. J. Keith Motley
Mr. Pervis Ryans, Jr.
Mr. Joseph Steinfield, Esquire
Mr. Alberto B. Calvo

STUDENT TRUSTEE

Ms. Sea Graves-Queen

Roxbury Community College is dedicated to equal opportunity for all students. It is the policy of the College not to discriminate in its educational programs, activities or employment practices. RCC complies with all federal, state and local laws and regulations relating to equal opportunity and affirmative action, including but not limited to; Title IV of the Civil Rights Acts, Title IX of the Educational Amendments, the Rehabilitation Act (including section 504), the Americans with Disabilities Act, and Revenue Procedures 75-90 prohibiting such discrimination. Roxbury Community College is accredited by the New England Association of Schools and Colleges (NEASC) and endorsed by the Massachusetts Department of Education and the Higher Education Coordinating Council. RCC is also a member of the American Association of Community Colleges.

The Nursing Program at Roxbury Community College is accredited by the National League for Nursing Accrediting Commission.

RCC TELEPHONE DIRECTORY



ROXBURY COMMUNITY COLLEGE

**1234 COLUMBUS AVENUE,
ROXBURY CROSSING, MA 02120-3400**

427-0060	Connecting all Departments
541-5310	Admissions
541-5303	Academic Affairs
541-5368	Assessment
541-5398	Bookstore (seasonal)
541-5334	Buildings & Grounds
541-5321	Business Office
427-0060	Communications ext.5859
541-5306	Division of Continuing Education & Community Services
541-5322	Financial Aid
541-5330	Human Resources
541-5340	Information Technologies Help Desk
541-5324	The Learning Center
541-5323	Library
541-5380	Media Arts Center
541-5336	RCC Foundation
541-5320	Registrar
541-3535	Reggie Lewis Track & Athletic Center
541-5308	Student Affairs
541-5327	Student Services

BOSTON BUSINESS SCHOOL SITE

**989 COMMONWEALTH AVENUE,
BOSTON, MA 02215**

787-5600	Connecting all Departments
787-1201	Library Annex
787-8956	Adult Literacy Resource Institute



INTRODUCTION

We appreciate your interest in Roxbury Community College, and we look forward to you becoming an RCC student in the very near future.

This catalog is a guide to all the requirements you must meet to graduate from Roxbury Community College with an Associate in Arts or Associate in Science degree. The catalog also outlines requirements for certificate programs of study. In addition, individuals interested in attending RCC for reasons other than to obtain an Associate degree or certificate such as to learn a language, build skills, or for personal improvement, will find information on all other services and programs offered at RCC included in this catalog.

You should read the beginning sections of this catalog very carefully and discuss any questions you may have with the Office of Admissions before you become a student, and with your Academic Advisor after you enroll in a program of study. For questions about financial aid, our grading policy, student activities or evening courses, please be certain to address your questions to the appropriate College department.

The most important use of this catalog is to help you explore programs of study, identify program requirements and select courses. When reviewing the course section of this catalog, you should pay close attention to the course descriptions, prerequisites and credit hours. This information will help you select courses that you can take. When you enroll at RCC, you should consult this catalog each semester before registration. Feel free to discuss any information and/or special requirements with Counseling and Placement Services (CAPS) and/or your Academic Advisor. If you enroll in a degree or certificate program, you must consult this catalog for graduation requirements.

This catalog of college programs, policies and offerings is provided as a convenient source of information for anyone interested in Roxbury Community College. The College reserves the right to make necessary revisions to course and program offerings, requirements, tuition and fees and any other information described herein. This catalog should not be construed as a contract between the student and the College.

Please keep your catalog. It has the information you need to chart a bold new course for your future!





A victorious moment for 1996 graduates of RCC.

PRESIDENT'S MESSAGE

Roxbury Community College is indeed the place where many wonderful futures begin. I have the privilege of providing presidential leadership to the most unique and special campus of the commonwealth's system of public community colleges. Roxbury Community College (RCC) has cultural, linguistic and ethnic diversity on a scale matched by few institutions. RCC is strongly supported by the community it serves. It is the college of the community.

RCC is an open admission, equal opportunity institution which has strengthened its performance measures on a scale and within a schedule matched by few urban colleges. Initiatives relating to financial integrity and accountability are on target. The development of strong management systems has served the College well. Over three million dollars has been wisely invested in bringing the technology and systems of the College up to date.

The major focus of RCC this year is true educational reform. This reform effort is stimulated by a major grant from the Balfour Foundation. The effort involved broad-based community support received at the Charrette that was held on the campus in Spring, 1996. This process is still ongoing. A follow-up Charrette is planned for September, 1997.

The achievements of RCC this year are substantial and significant. Our challenge is to discover all of our unique strengths and leverage all of the wonderful opportunities we have to serve our students. The faculty have been hard at work making RCC an even more excellent institution. The Science Department has completed an Environmental Management concentration; Nursing Education was recently accredited by the National League of Nursing; the Business division has developed a partnership with Star Market industries, and is renewing the Hospitality Management program as well. The English and ESOL faculty have restructured their discipline to allow for greater student success. The Scholar-In Residence program has sponsored a major new initiative called the RCC Presidential Lecture Series, and we were proud to welcome Harvard Professor, William Julius Wilson, at the first lecture on April 3, 1997, and noted Economist, Julianne Malveaux, on May 1, 1997.

Service to our students that is effective, responsive and responsible are major goals and strengths of RCC. Continuous improvement in the quality of this service is our commitment to students.

We welcome all of you who are joining the College along with past and current students because, by your presence, you become part of an exciting place "where futures begin".



Dr. Grace C. Brown
President





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RCC MISSION STATEMENT

Roxbury Comm



The mission of Roxbury Community College is to serve the higher education and community learning needs of all greater Boston area residents, particularly those who have been historically deprived of, and now aggressively seek, quality public education. These needs include preparation for entering business and industry, pursuing additional education, social and cultural enrichment, and addressing special community interests.

The College's mission is fulfilled through the provision of day and evening Associate in Arts and Associate in Science degree programs in a variety of settings, including two campuses and off-campus sites. We also offer certificate programs, English for Speakers of Other Languages, a bilingual program, a GED program, and community education programs. Academic and student support services are provided through the Library and the Learning Center as well as the Counseling Department.

RCC seeks to provide these programs and services in a multi-cultural, ethnically diverse learning environment for people of varying ages and backgrounds. We seek to provide our students with the tools and knowledge they need to feel personally and politically empowered to pursue their goals and assume positions of leadership in their communities.

ROXBURY COMMUNITY COLLEGE IS COMMITTED TO THE FOLLOWING GOALS:

1. Improving the quality of academic degree programs.
2. Developing new programs which build on RCC's strengths.
3. Increasing enrollment to capacity.
4. Improving Administrative & Fiscal Management Systems.
5. Improving Budgeting Process & System Development.
6. Enhancing Strategic Planning.
7. Enhancing community and internal relations and reputation through collaboration and alliances with other colleges, universities, businesses, industry and community agencies.

RCC AND STUDENT COLLEGE PROFILE

Roxbury Community College is a coeducational public institution of higher education offering Associate degree and Certificate programs. We serve Boston and its adjacent communities. In these neighborhoods, live many of Massachusetts' Blacks, Hispanics, and Asians, as well as newcomers to this country from the Caribbean, Central and South America, Africa, the Middle East and Asia. We address the multicultural nature of our population by offering within our Associate degree programs, internationally recognized courses that highlight the cultures represented in the College. Roxbury Community College encourages academic excellence and offers honors courses for academically advanced students. Through our cross-registration programs, students who wish to pursue their education have the opportunity, at no extra

charge, to take advanced courses at other area colleges. Those students who wish to pursue further studies are welcome at all area public and private colleges and universities. As part of its mission, Roxbury Community College prepares students for transfer to 4-year institutions and endeavors to ensure that all RCC graduates are guaranteed admission to all of Massachusetts' public four-year institutions and to the following Historically Black Colleges and Universities: Cheyney University, Delaware State University, Florida A & M University, Hampton University, Howard University, and Tuskegee University.

While most students are in their mid-twenties, our student population ranges from age 18 to 65. Many RCC students work either full or part-time while attending the College. Approximately 85% of our eligible students receive financial assistance through state and federal financial aid programs, scholarships, grants and loan opportunities.

GOVERNANCE OF THE COLLEGE

In conformance with Chapter 15A of the laws of the Commonwealth of Massachusetts, jurisdiction over Roxbury Community College is shared by a local Board of Trustees and a central board of Higher Education which governs all segments of public/higher education in Massachusetts. The board in turn delegates responsibility for the administration of the college to the President who is the Chief Executive Officer. The President solicits advice in the decision making process from a number of sources including the colleges all college council, the Acuerdo as well as numerous advisory councils and commissions comprised of representatives from business, industry, social agencies, educational public and private institutions, etc. in the greater Boston area.

Roxbury Community College has a commitment to participatory governance through its Acuerdo system of governance, the goal of which is to promote on-going dialog among all college constituencies. Our system of governance fosters the cooperation of each constituency and furthers the contributions for which constituencies have special confidence. It also provides for the division of labor between policy making and managing. Most importantly, participatory governance at Roxbury Community College encourages creativity and innovation in the implementation, modification and evaluation of college programs and policies through an open communication process between students, faculty, staff and administrators.

Roxbury Community College consists of two site locations, the 12.3 acre Columbus Avenue Roxbury Crossing Campus and a site on Commonwealth Avenue. Together, the College's facilities include six buildings housing classrooms, specialized science and computer laboratories, the Library and the Learning Center, an onsite Day Care Center, a student bookstore, and the Reggie Lewis Track and Athletic Center, a 500 seat theater, music, dance and art studios, a new food service court, snack machines and dedicated spaces for student activities, quiet games, student lounges and small group meetings.

ROXBURY CROSSING CAMPUS

Our beautiful Roxbury Crossing Campus, which opened its doors in February of 1988, is located minutes from downtown Boston and sits at the tip of Roxbury's heritage trail, overlooking historic Boston. Although Roxbury Community College is located in an urban area, its tree-lined campus, large parking area and convenience to public transportation provides space, tranquillity and ease of access. Outdoor plazas invite social activity and study, weather permitting and covered walkways connect major buildings to provide protection from inclement weather.

The Roxbury Crossing Campus offers a comprehensive array of academic programs and student support services including certificate and associate degree programs in the Liberal Arts Business Administration, Health Sciences, Human Services and the Technologies, as well as Counseling and Instructional Support Services.

COMMONWEALTH AVENUE SITE (BBS)

Originally founded in 1941 as a technical training school for the city of Boston, the Boston Business School (BBS) was merged with Roxbury Community College in 1984. Roxbury Community College's Boston Business School Campus offers certificate programs and Associate degrees, as well as courses in the specialized field of Accounting and Office Technology. Centrally located between Kenmore Square and Allston/Brighton at 989 Commonwealth Avenue, this campus is in the heart of Boston's academic community and among the shops, restaurants and businesses that have made Boston a mecca for students from around the world. Roxbury Community College's Commonwealth Avenue Campus is located a few blocks from Boston University, at the Babcock Street stop on the Green Line of the MBTA transit system.



FOR MORE INFORMATION ABOUT COURSES AND PROGRAMS AT RCC'S COMMONWEALTH AVENUE CAMPUS, PLEASE CALL 541-5310.



THE REGGIE LEWIS TRACK AND ATHLETIC CENTER

The Reggie Lewis Track and Athletic Center is the site for many of RCC's athletic and academic programs. The facility is designed to serve as a home base for RCC intercollegiate and intramural events and statewide high school track meets. The facility also provides members of the RCC community opportunities to participate in a broad array of health and fitness activities. RCC students, faculty, and staff use the Center in accordance with the Center's established guidelines.

The Field House contains a 200-meter oval track; an eight-lane 55 meter dash runway; provision for high jump, long/triple and pole vaulting; and practice dash lanes. It also contains four court areas for tennis, volleyball or basketball. The Field House seats 3,000 spectators. The gymnasium has one regulation court and two practice courts with provision for volleyball and wrestling. It seats 500 spectators.

RCC FOUNDATION

The Roxbury Community College Foundation is a private, tax-exempt organization established under Section 501 (c)(3) of the Internal Revenue Code. The purpose of the RCC Foundation is to generate private contributions for scholarships and other essential programs and services for the College. It is managed by a distinguished board of directors from Boston's corporate, cultural, and academic communities. With the financial opportunity provided by corporations, foundations, and individual donors, the Roxbury Community College Foundation has expanded educational opportunities for hundreds of RCC students through scholarship awards and the creation of a permanent endowment for the College.

To find out more about the Roxbury Community College Foundation, call 541-5336 or write to the RCC Foundation, P.O. Box 6131, Boston, MA 02209.



STUDENT INFORMATION & POLICIES

ADMISSION TO THE COLLEGE



RCC's doors are open to anyone with a high school diploma or the equivalent wishing to pursue a college education, career advancement, or course work. To provide the background needed for individuals without a high school diploma or G.E.D. certificate, the college, through its Division of Continuing Education and Community Services, offers G.E.D. preparation courses. Through its programs and services, the college seeks to assist those students whose maturity and motivation suggest that they can successfully complete a chosen program of study.

Prospective students are encouraged to contact the Office of Admissions for assistance with the admissions process. Visits to the College are encouraged and can be arranged by calling the Office of Admissions at 541-5310.

To be admitted to the college, interested applicants for degree or certificate programs of study must submit an official application form to the Office of Admissions along with a high school transcript and diploma. Additionally, students are required to show proof of residence. Students are accepted on a "first-come, first-served" basis. Day Division applicants are encouraged to apply early. All admission materials should be provided no later than August 15th for the Fall Semester, and no later than January 15th for the Spring Semester.

Admissions applications are available at many locations within RCC's service communities including local high schools and libraries. A satellite Office of Admissions is located at the BBS campus at 989 Commonwealth Avenue. The telephone number is 787-5600. Please request an RCC application from the *RCC Office of Admissions* by calling 541-5310.

WHEN APPLYING TO RCC, PLEASE FOLLOW THE GUIDELINES BELOW:

For more detailed information, contact the Office of Admissions.

1. Complete the admission application form. High school seniors can give their complete form and application fee directly to a guidance counselor who will enclose the necessary official transcript and immunization forms and mail them to RCC's Office of Admissions.
2. Enclose a \$10 non-refundable application fee if you are a Massachusetts resident. Out-of-state and international students must enclose a \$35 non-refundable fee (certified check or money order required). The in-state fee may be waived based upon an applicant's financial need. RCC's Office of Admissions and many high school counselors have information about fee waivers.
3. Request to have an official high school transcript forwarded to RCC's Office of Admissions. Applicants with a high school equivalency certificate (GED or USAFI) should have both their certificate and test scores forwarded to the Office of Admissions.

Students with a transcript in languages other than English must submit a notarized or certified translation of their transcript. The translated document must clearly indicate that the student completed the equivalent of secondary school with a passing grade in each subject or, they must submit a notarized evaluation of their transcript(s) in English. All applicants from English-speaking countries or those students who have had their secondary school education in a British system or similar educational system must submit the originals or certified copies of the following academic documents:

- I. General Certificate of Education (G.C.E.) Ordinary Level.
- II. School Certificate.
- III. Royal Society of Arts (RAS) Stage 2 or 3.
- IV. London Chamber of Commerce (L.C.C.) State 2 or 3.
- V. The Caribbean School Certificate.
- VI. Teacher's Certificate.
- VII. Other documents which are deemed comparable to or higher than the above credentials may be considered.

Transcripts of terminal/school report card, mock examinations, attendance records or testimonials are not acceptable.

Applicants without the above records or applicants who are having trouble obtaining transcripts should contact the RCC Office of Admissions for assistance. Other applicants who hold an Associate or Bachelor degree may submit either their college or high school transcripts.

4. The Commonwealth of Massachusetts (G.L. 76, Section 15C) requires that all full-time college students under thirty years of age, and all full-time and part-time students enrolled in the health sciences programs present evidence of immunizations against the following diseases: measles, mumps, rubella, diphtheria and tetanus. This information must be submitted to the Office of Admissions prior to registering for classes.

THE OFFICE OF ADMISSIONS MAY ALSO ASK FOR THE FOLLOWING ADDITIONAL INFORMATION:

PROOF OF CITIZENSHIP

Students whose previous education took place outside the United States, of its territories and possessions, must present proof of citizenship in order to be enrolled as an in-state resident. The Office of Admissions may ask you to present your passport, citizenship certificate or birth certificate.

PROOF OF RESIDENCY

The Office of Admissions must determine if a student is an in-state or out-of-state resident for tuition purposes. An in-state resident student must be an American citizen or permanent resident living and/or working in Massachusetts for six months prior to the expected date of enrollment. The Office of Admissions may ask for additional proof of state residency. Employer's personnel files, counselor's school records, and census or voting records from a town clerk or town hall may be submitted as proof of residency.

RE-ADMISSION TO RCC

In order to be re-admitted to Roxbury Community College, students who have formally withdrawn, not enrolled in the previous semester, or graduated must complete a Re-admission Application Form prior to registering for classes.

Students whose citizenship or permanent residence is not within the United States, or its territories and possessions, are classified as "international students" for tuition purposes.

INTERNATIONAL STUDENTS

International students must enroll as full-time, day division students. In addition to the general admissions procedures, international students must submit the following certified or notarized documents for admission to RCC:

1. An affidavit of support from a sponsor (Form I-134).
2. A bank letter verifying sponsor's assets.
3. A letter of verification of sponsor's salary and employment. In the case where a sponsor is self-employed, the letter must be submitted on company letterhead.
4. If the applicant is self-supporting, documentation verifying funds of at least \$10,000 (U.S.) per year is required.

Once the Office of Admissions receives all of the required documentation, international students will be issued I-20 forms (Certificate of Eligibility for Student Visa) which enable them to apply for a student visa.

NON-DEGREE STUDENTS

A student who would like to take courses for credit, certification, or personal improvement, but is not interested in pursuing a degree at RCC, may enroll as a non-degree or special student. Such a student must complete a special application form before he/she can register for courses. A student who is cross-registered and/or non-matriculating is also designated as a non-degree student. Non-degree students are not eligible to receive financial aid or a degree or certificate from Roxbury Community College. Non-degree students wishing to change to a degree or certificate program must be officially accepted to the college. Those students must submit all pertinent documents to the Office of Admissions as well as an official application. They are also subject to the program requirements in effect at the time of the change. College-level course credits earned by non-degree students may count towards graduation if they meet the core or program requirements of the student's chosen concentration.

Students who have attended other colleges may apply to transfer these credits to Roxbury Community College. A maximum of 30 transfer credits from other colleges/universities may be applied toward an Associate degree. A minimum course grade of "C" (2.0) is required for transfer credit consideration. "P" grade may be accepted for transfer only as a general elective credit unless proof is submitted to demonstrate the "P" grade is equivalent to a "C" grade or higher. Courses taken at RCC or any other college/university 10 years prior to enrollment at RCC will not be awarded credit hours. Students may, however, take a challenge exam to fulfill certain program requirements.

JOINT ADMISSIONS

The Joint Admissions Program is an agreement between the University of Massachusetts at Amherst, Boston, Dartmouth and Lowell; 9 state colleges; and the 15 Massachusetts community colleges that guarantees admission to these institutions provided a student meets certain requirements.

To be eligible, a student must be enrolled in a designated transfer program and earn an Associate degree with a 2.5 or higher cumulative grade point average.

First-time college students enrolled in any Massachusetts community college in a designated transfer program are eligible to participate in the Joint Admissions Program.

Scholarships are available to community college graduates for both fall and spring enrollment. Awards are based on academic achievement as well as other criteria. For details, contact a transfer counselor at 541-5328.

DUAL ENROLLMENT HIGH SCHOOL STUDENTS

There are two types of Dual Enrollment; One for high school students and the other for college students. High school students eligible to be considered for participating in a dual enrollment program must be in their junior or senior year and have attained a 3.0 GPA, or better, and/or be recommended to take college-level course work by their high school principals, teachers or guidance counselors.

DUAL ADMISSIONS COLLEGE STUDENTS

Roxbury Community College students may participate in dual enrollment program with a number of Historically Black Colleges and Universities (HBCUs). To be eligible, students must first apply and be admitted to RCC. Accepted students who wish to participate in the dual admissions program, may then apply to one of the HBCUs.

Upon successful completion of the Associate degree at RCC with a 2.0 Grade Point Average, students may become members of the Junior class of the Historically Black College or Universities where they plan to continue toward their Bachelor degrees.

Roxbury Community College recognizes the importance of helping students identify their academic strengths and isolate skill areas that need marked improvement. To accomplish this goal, all incoming students are assessed in mathematics, reading, writing and science. Students whose native language is not English, and who have limited proficiency in English, must take the English as a Second Language Placement Test.

Students are assessed for their skills in reading, writing and conversation. Students are then placed in the appropriate level courses and may be referred to Learning Center programs which include developmental skill building, special workshops, or the TAP (Tutorial Assistance Program) to help them narrow or close these "gaps" that make the critical difference between college success or failure.

**ASSESSMENT/PLACEMENT/
OUTCOMES**

Students who are transferring credits from other colleges/universities to RCC may be exempt from placement testing. A student does not have to take the English, Math and/or Science placement tests if credits in these areas are accepted by RCC.

The Director of Assessment /Placement /Outcomes reviews testing instruments on a regular basis to be certain that the test results represent an accurate measure of students' academic preparedness and that the testing instruments are fair and non-biased. The Director of Assessment also ensures that the assessment process is a prescribed means to useful ends, creating a collection of data essential to institutional planning. Test scores help the Institution recognize trends in student learning needs that then become the basis for the development of new learning opportunities for students. All placement tests are administered through the Assessment/Placement/Outcomes Office located in the Student Building, room 4-331.

**APPLICANTS RIGHTS
& RESPONSIBILITIES**

All applicants have the right to review their admissions file at any time during the admissions process. A file review must be requested in writing at least 24 hours in advance of the review date. Applicants must also provide proper identification at the time of the review.

No materials submitted by an applicant during the admissions process will be returned. If the original of the document requested by the Office of Admissions needs to be kept by the applicant, he/she should bring the original document for inspection. A certified copy of that document should be submitted for the applicant's file.

RCC's Office of Admissions will notify an applicant if his/her admissions file is not complete. However, each applicant is solely responsible for submitting all material required for admissions to the Office of Admissions before registration.

RCC reserves the right to cancel an acceptance or deny admissions or enrollment to any applicant or student whose attendance might interfere with the ideals of scholarship which the College seeks to maintain. In addition, the College reserves the right to deny admissions, withhold credits or degrees, and/or take disciplinary action in the case of an applicant or student presenting fraudulent documents or information to the College.

The Division of Continuing Education and Community Services offers evening and weekend courses during the Fall and the Spring semesters and the Summer Session. The flexibility of DCE's schedule allows students to balance careers, families and other obligations while pursuing a college education.

Through DCE, students can pursue Associate degree programs, Certificate programs, and additional credit and non-credit courses.

DCE offerings are available on the Main Campus at 1234 Columbus Avenue, the Boston Business School Site located at 989 Commonwealth Avenue and at other locations convenient to the College's service area. Currently, for example, non-credit ESOL courses are offered at the Chinese Cultural Center.

A Two-Year Planning Guide (1997-1998) is available for students wishing to obtain an Associate degree or Certificate solely by attending classes evening/weekends.

NON-CREDIT COURSES

Students who wish to take credit or non-credit courses offered through DCE should check the course schedule (Fall, Spring or Summer) for easy registration procedures. Registration by mail is possible for non-credit courses.

Each Fall and Spring semester and summer session, a wide variety of non-credit courses are offered evenings and weekends. These courses prepare persons for employment and/or advancement in current positions and contribute to personal development. Non-credit courses are designed to meet a variety of career, cultural, leisure, personal, and practical skill needs of our communities, currently, popular non-credit courses include real estate exam preparation, computer applications and paralegal certificate.

CENTER FOR BUSINESS & INDUSTRY

RCC's Center for Business and Industry is designed to meet the special training and educational needs of the areas businesses and social service agencies. Through our Center, regular credit and non-credit courses are offered at a variety of off campus locations.

CENTER FOR ENVIRONMENTAL EDUCATION

Our center provides short-term certificate training in the areas of Lead Abatement, Toxic Waste Disposal, Recycling and Waste Management, Radon, Soil Testing, Asbestos, and Water Sampling.

The goal of the RCC's Center is to strengthen community awareness through education by serving as the Community Resource Center for Environmental Education.

GED TEST CENTER

The GED Test Center is the largest in Boston, offering the GED test in the English and Spanish languages at convenient morning and evening times. The Division Continuing Education and Community Services recognizes its GED graduates, averaging 400 individuals per year, at an annual graduation ceremony held on campus.

**GED TEST PREPARATION
PROGRAM**

Students who wish to prepare for the GED test may take specially-designed courses through DCE three times per year: January, June, and September. Courses are available at three different academic levels and students are placed according to their pre-test scores.

RCC PREP

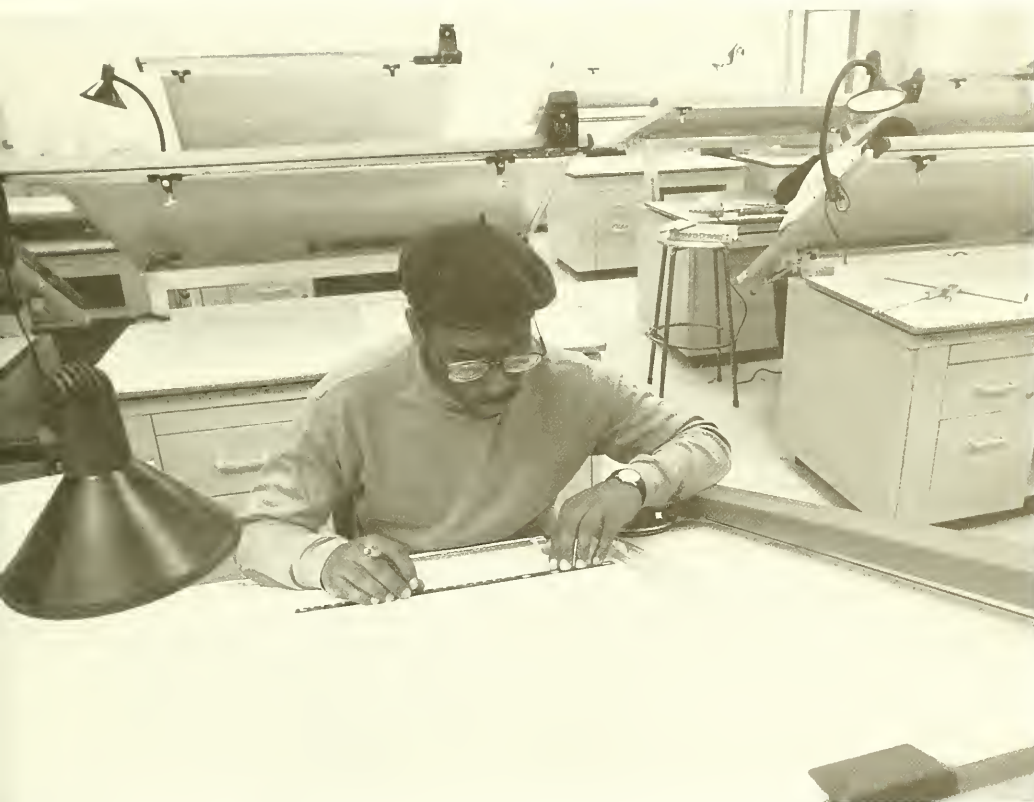
RCC Prep is a college preparation program for adults who do not have their high school diploma and are planning to go back to college. It helps students prepare to take their GED and become college-ready. This program is funded by the Massachusetts Department of Education and EDIC; there is no cost to students. RCC Prep provides evening GED Math and Literature courses and basic science and computer courses, as well as college study skills training, academic and career counseling, and tutoring.

The admissions process involves a written application, pretest and personal interview. To request an application, call (617) 541-5306.

**ADULT LITERACY RESOURCE
INSTITUTE (ALRI)**

The ALRI is a collaborative effort between RCC and the University of Massachusetts, Boston. Through funding from the City of Boston and the Massachusetts Department of Education McNair Program special grants, the Institute provides staff and program development for community organizations in Greater Boston that offer English for Speakers of Other Languages (ESOL) and Adult Basic Education (ABE). The ALRI maintains the largest Adult Basic Education Library in Massachusetts. It also serves as the state's SABES Regional Support Center for the Boston area and is part of the New England Literacy Resource Center. The ALRI is located at Roxbury Community College's Boston Business School campus.

Educators, administrators and other practitioners involved in literacy and Adult Basic Education, can access the holdings of the ALRI lending library through the RCC's Library's on line catalog, which reaches hundreds of college, university and public libraries that participate in shared on-line catalog services.



Tuition and fees for each semester must be paid in full with a certified check or money order at the time of registration. Students who withdraw early in the semester are eligible for a tuition refund based on the college's withdrawal policy and refund schedule.

DAY DIVISION

Resident Tuition (per credit)	\$34.00
Non-resident Tuition (per credit)	\$196.00
Insurance per year (9 credits or more)	\$395.00
All-College Fee (per credit)	\$42.00
Application Fee (in-state resident)	\$10.00
Application Fee (out-of-state resident)	\$35.00

* ID replacement fee \$5.00

** Students taking fewer than 9 credits may elect to purchase insurance through the College at their own expense. For more information, contact the Student Health Services Office, room 313, Student Center.

All Tuition and Fees may be subject to change at any time without prior notice by the Commonwealth of Massachusetts and/or the RCC Board of Trustees.

TUITION

TUITION WAIVERS

Students with approved tuition waivers, tuition remission, or tuition vouchers may register on a space available basis. fees must be paid. Tuition waivers, tuition remission or tuition vouchers do not apply to special programs, seminars or private instruction administered by DCE. Also, certain tuition waivers which apply to the state supported day division do not apply to Division of Education programs, including summer session. For example, the National Guard waiver can not be applied to Division of Continuing Education programs.

VETERANS

Veterans must present documentation to RCC's Registrar, Room 202 in the Administration Building and may enroll with a tuition waiver at the Space Available Registration period. Fees must be paid. The veteran must be admitted into a degree program. Veterans who were not Massachusetts residents at the time of entry into the Armed Services but have resided in Massachusetts for the past two years are eligible for the tuition waiver.

SENIOR CITIZENS

In the Day Division, senior citizens, 60 years of age or older are eligible to enroll in credit courses on a space available basis, tuition free. However, fees must be paid. Seniors may register on a space available basis. All space available registration is done in the Late Registration period. Senior citizens may register for non-credit courses free of charge on a space available basis.

WITHDRAWAL & REFUNDS

Failure to attend class does not constitute official withdrawal. To withdraw from class, a student must complete a Withdrawal Form which requires approval and signature from the instructor teaching the day class from which the student plans to withdraw. Day students must submit their completed form to the Registrar's Office in order to officially withdraw from a class. Withdrawal forms are available in the Registrar's Office for day students. Evening students must submit their forms to the Division of Continuing Education and Community Services in order to officially withdraw from a class. An instructor's signature is not necessary to withdraw from an evening or Saturday class. Withdrawal forms are available in the Division of Continuing Education and Community Services Office for evening students.

DAY DIVISION REFUND POLICY

Withdrawal during first week of semester	90% refund
Withdrawal during second/third week	70% refund
Withdrawal during fourth week	50% refund

There is no refund for withdrawal after the fourth week.
Refunds apply to tuition costs only; fees are non-refundable.

EVENING DIVISION (DCE) REFUND POLICY

Credit Course Refunds

Withdrawal before the second class meeting	100% refund
Withdrawal before the third class meeting	50% refund
Withdrawal after the third class meeting	no refunds

Non-Credit Course Refunds

Withdrawal before the second class meeting	100% refund
Withdrawal after the second class meeting	no refunds

Refunds apply to tuition costs only; fees are non-refundable.

FINANCIAL AID

The purpose of the RCC Office of Financial Aid is to assist in removing the financial barriers which would otherwise prevent eligible individuals from receiving higher education. The Office of Financial Aid provides assistance to students in applying for Federal and State Financial Aid and awards this aid to eligible applicants according to financial need.

About two out of three RCC students receive State and/or Federal Financial Aid which consists primarily of grants (that do not have to be repaid) and as well as student employment. Many Financial Aid recipients receive funds sufficient to cover tuition, fees, books, and in some cases, transportation and partial living expenses.

HOW TO APPLY FOR FINANCIAL AID

To apply for Financial Aid at RCC, students should contact the RCC Office of Financial Aid, Room 201, Administration Building, or call 541-5322 to obtain the Free Application for Federal Student Aid (FAFSA). The FAFSA is the only form required initially to determine eligibility for Federal and State Financial Aid. Please note students must reapply for Financial Aid each Academic Year.

TYPES OF FINANCIAL AID AVAILABLE AND APPLICATION DEADLINES

Based on student eligibility and available funds, the Office of Financial Aid will create a "package" of Financial Aid which can consist of up to four of the following:

Name of Award	Type	Application Deadline	Required Course Credit
Federal Pell Grant	Grant	June 30 of subsequent year	1 credit
Federal Supplemental Educational Opportunity Grant	Grant	First come, first served	6 credits
Massachusetts State Scholarship	Grant	May 1	12 credits
State Tuition Waiver/State Cash Grant	Grant	First come, first served	6 credits
Federal Work-Study Program	Employment	First come, first served	6 credits

ELIGIBILITY REQUIREMENTS

In order to be eligible to receive Federal and/or State Financial Aid, the student must demonstrate financial need. Financial need is judged by a mathematical formula used by the Federal Government primarily based upon a student's family income, family size, and the cost of attending the institution.

1. The student must complete the admissions process and enroll in a degree-granting or certificate-granting program. At this time the student must provide proof of a high school diploma or GED. A student who has a Bachelor's degree is not eligible for Financial Aid at RCC.
2. The student must be a U.S. Citizen or possess a valid Alien Card. Any student in default on an educational loan cannot receive Financial Aid until repayment of the loan is resolved.
3. The student must provide any supporting documentation as requested by the Financial Aid Office.

ACADEMIC STANDARDS FOR FINANCIAL AID ELIGIBILITY

The student must meet the academic standards described here in order to be eligible to receive Financial Aid in any upcoming Academic Year. Please note that these standards differ from those used by Academic Affairs to determine academic standing and eligibility for graduation.

The Office of Financial Aid reviews each Financial Aid applicant's cumulative academic transcript once per year after the end of Spring Semester (Students who have never previously attended RCC do not need to be reviewed). The standards are concerned with four items on the student's transcript: Attempted Credits, Earned Credits, Grade Point Average, Expected Graduation. (These standards consider academic performance during all semesters of attendance at RCC, regardless of whether the student received Financial Aid during specific semesters.) All passing grades, as well as the grades "F," "I," "AP," "W," "S," "NA," "NP," and "NG" are counted toward "Attempted Credits." Some of these grades are no longer in use at RCC, but may appear on older transcripts. Only passing grades count toward "Earned Credits."

Summer Session courses are included in all Academic Progress judgments. Transfer courses count toward "attempted" and "earned" credits, but do not count toward GPA. Retaken courses are counted toward both attempted credits and GPA, including both the original grade and all subsequent grades. However, a retaken course can be counted only once toward "earned credits," even if the same course was passed more than once.

EXPECTED GRADUATION

A student is expected to graduate from his/her program of study by his/her 90th attempted college credit. A student will not be eligible to receive Financial Aid after attempting 90 credits, unless he/she has valid reasons for failing to graduate.

EXTENSIONS FOR DEVELOPMENTAL & ESOL COURSES

Students who have taken mandatory Developmental or ESOL courses receive automatic extensions to be eligible for Financial Aid beyond 90 attempted credits. Developmental and ESOL courses are identified as “less-than 100” in the last three digits of the course number. The length of the extension will equal the number of Developmental or ESOL courses passed (as opposed to attempted), with the following restrictions: the maximum extension for Developmental courses is 30 additional credits (120 total credits attempted); the maximum extension for ESOL courses is 72 additional credits (162 total credits attempted). All other requirements such as minimum GPA still apply.

WORK TOWARD A SECOND ASSOCIATE'S DEGREE

Students who have received one Associate's degree at RCC may be eligible for Financial Aid, in the form of Pell Grants only, for work toward a certificate or a second Associate's degree at RCC. The student first must apply for re-admission and declare to the Office of Admissions that he/she is pursuing a new degree/certificate. Then the student must see a counselor in the CAPS Office to establish the courses that will be required in order to receive the certificate or second degree and submit this information to the Financial Aid Office. The student will be eligible for Financial Aid only for the courses required to complete the degree or certificate.

EARNED CREDITS & GRADE POINT AVERAGE

After attempting a given number of credits, a student is expected to have passed a certain number of courses and to have achieved a minimum Grade Point Average (GPA). The Grade Point Average and Earned Credits Table (page 19) delineates the criteria necessary for Financial Aid eligibility. For example, after attempting 40 cumulative credits, a student is expected to have earned at least 24 credits and a GPA of at least 1.82.

FINANCIAL AID SUSPENSION & APPEAL

A student who fails to meet any one or more of the above requirements will be placed on Financial Aid Suspension, and will not be eligible for Financial Aid unless he/she has a valid explanation for unsatisfactory progress.

The student will be notified in writing of his/her Financial Aid suspension. The student is then responsible for obtaining a Letter of Appeal from the Advising Center that should explain the circumstances leading to financial aid suspension. The Office of Financial Aid makes decisions on all appeals. Only students with reasonable appeals can receive reinstatement of Financial Aid eligibility. All appeals must be supported by appropriate documentation.

REINSTATEMENT OF FINANCIAL AID ELIGIBILITY AFTER SUSPENSION

Reinstatement may be for one or two semesters, based on the discretion of the Office of Financial Aid. A student who has been reinstated for one semester will be expected to make reasonable improvement in his/her academic performance during that semester in order to receive reinstatement for the second semester.

**FAILURE TO APPEAL
OR UNSATISFACTORY APPEAL**

A student who fails to appeal his/her Financial Aid suspension, or whose reasons for appeal are deemed unsatisfactory, is responsible for payment of his/her own education at RCC. The student must attend class at his/her own expense and improve academic standing before reconsideration of reinstatement will be made.



ACADEMIC STANDARDS FOR FINANCIAL AID ELIGIBILITY

Cumulative Registered Credits	Minimum Earned Credits	Minimum Required GPA	Cumulative Registered Credits	Minimum Earned Credits	Minimum Required GPA
1, 2	1 (50%)	1.30	55	37 (67%) 1.96	
3, 4	2	1.30	56	38	1.97
5, 6	3	1.30	57	38	1.98
7, 8	4	1.30	58	39	1.99
9, 10	5	1.30	59	40	1.99
11, 12	6	1.30	60	40	2.00
13, 14	7	1.30	61	41	2.00
15, 16	8	1.30	62, 63	42	2.00
17	9	1.33	64	43	2.00
18	9	1.36	65, 66	44	2.00
19	10	1.38	67	45	2.00
20	10	1.41	68, 69	46	2.00
21	11	1.44	70	47	2.00
22	11	1.47	71, 72	48	2.00
23	12	1.50	73	49	2.00
24	12	1.53	74, 75	50	2.00
25	15 (60%)	1.56	76	51	2.00
26	16	1.59	77, 78	52	2.00
27	16	1.61	79	53	2.00
28	17	1.64	80, 81	54	2.00
29	17	1.67	82	55	2.00
30	18	1.70	83, 84	56	2.00
31, 32	19	1.70	85	57	2.00
33	20	1.72	86, 87	58	2.00
34	20	1.73	88, 89	59	2.00
35	21	1.75	90*	60	2.00
36	22	1.76	91	61	2.00
37	22	1.78	92, 93	62	2.00
38	23	1.79	94	63	2.00
39	23	1.81	95, 96	64	2.00
40	24	1.82	97	65	2.00
41	25	1.84	98, 99	66	2.00
42	25	1.85	100	67	2.00
43	26	1.87	101, 102	68	2.00
44	26	1.88	103	69	2.00
45	27	1.90	104, 105	70	2.00
46	28	1.90	106	71	2.00
47	28	1.91	107, 108	72	2.00
48	29	1.91	109	73	2.00
49	33 (67%)	1.92	110, 111	74	2.00
50	34	1.93	112	75	2.00
51	34	1.94	113, 114	76	2.00
52	35	1.94	115	77	2.00
53	36	1.95	116, 117	78	2.00
54	36	1.96	118	79	2.00
			119, 120**	80	2.00

* Graduation usually expected
by the 90th attempted credit

** Beyond 120 Attempted
Credits, 67% must be passed,
w/ 2.00 GPA

STUDENT SUPPORT PROGRAMS & SERVICES

Roxbury Community College's educational philosophy focuses on both the academic and social development of students. Student Activities, the Advising Center, Counseling, Career and Transfer Services, Health Services and Assessment/ Placement/Outcomes provide students with a broad range of opportunities to participate in the total college experience. Various activities develop student leadership skills, physical and emotional well-being, and social responsibility essential to becoming a strong contributor to society.

THE STUDENT CENTER

The campus Student Center is the hub of College social life and student activities. At Roxbury Community College, students have the opportunity to meet new people, learn about other cultures, find support and information on personal, health, and career issues, and develop leadership ability through participation in student clubs and College committees.

STUDENT ACTIVITIES 4-317

Student enrichment cultural and social events are the focus of this department. Under the leadership and guidance of the Director, all students are encouraged to become involved in activities that promote leadership qualities, initiative, cooperation, and sportsmanship through social interaction and personal exploration. Student clubs, dances, lectures, special performances and community outreach events are all sponsored by Student Activities.

THE STUDENT GOVERNMENT ASSOCIATION

The Student Government Association is an elected body of students chosen each year by their peers to help plan student activities and graduation events, coordinate the student activities budget planning process, and supervise expenditures of all student clubs. SGA representatives are volunteers who serve on all college governance committees to guarantee active representation of student interests and concerns. In order to qualify for an elected or volunteer position, a student must be in good academic standing. Candidates for elected positions must file a petition with the Director of Student Activities according to the dates posted for election procedures.

ALUMNI ASSOCIATION

The Roxbury Community College Alumni association was founded in 1976 and is committed to maintaining strong links between the College, our graduates and the communities we serve. Alumni Association members actively participate in College activities and events that demonstrate their commitment to the College. Elected alumni representatives serve on the Roxbury Community College Board of Trustees as specified under Chapter 105 of the Massachusetts General Laws. To find out how you can become involved in Roxbury Community College's Alumni Association, contact the Alumni Office on the 3rd floor of the Student Center at 541-5322.

STUDENT CLUBS

Participation in student clubs contributes to the individual's personal development, intellectual growth and social competence. RCC encourages students to form clubs based on their own interests and has established a set of guidelines for students interested in forming new clubs. As an officially chartered student organization, each club must recognize its obligations to the educational and cultural advancements of its members and the RCC community. For more information, contact the Director of Student Activities in room 317, Student Center.

CURRENT CLUBS INCLUDE:

The African Club educates students about the United States and the communities surrounding Roxbury Community College.

The Bible Club helps students have a better understanding of Christ.

The Business Club brings various business students and others together for the purpose of exploring careers and networking with each other and members of the College and local communities.

The Caribbean Club welcomes students from many nations in the Caribbean who join together for social activities, lectures and events which are of interest to the entire RCC community.

The Choral Society offers students the opportunity to enhance their singing skills and participate in public musical performances.

The Computer Club encourages computer proficiency via the use of emerging software and networks.

The Haitian Club sponsors lectures, discussions and social activities of interest to both the Haitian students and the RCC community.

Nursing Club provides a welcome opportunity for social exchange for all students who are enrolled in the Nursing Program.

Phi Theta Kappa is a prestigious national honors society for community college students. For more information, see RCC catalogue Index.

The Science Club called "SCITECH" consists of science majors and non-majors interested in promoting science and technology to the general public. This group engages students in numerous activities related to science and technology.

The Ski Club promotes the spiritual and stress-relieving benefits of skiing.

The Theater Arts Club exposes students to the process of producing a play from the idea stage to the finished production.

Union Estudiantil Latino Americana (UELA) Hispanic students from many countries plan and organize the annual Hispanic Week activities each April. Dance, lectures, art exhibits, films, videos, demonstrations, guest speakers and performance artists are only a few of the activities the entire College community looks forward to each year.

STUDENT HEALTH SERVICES 4-313

The Health Services Office offers walk in first aid care and planned health awareness activities, including health fairs, blood pressure and cholesterol screening, vision screening, AIDS awareness education and alcohol and substance abuse education programs. Open daily from 9:00-5:00, the Health Services Office also provides referrals to area clinics and hospitals and assists in completing and processing Student Health Insurance and Immunization forms.

Chapter 23 of the Massachusetts Acts of 1988 requires that all full and part-time students earning nine or more credits participate in a comprehensive health insurance plan, unless they are receiving comparable coverage through another health insurance program. Students will automatically be billed for the insurance coverage and must present a completed Waiver form to the Business Office during registration in order to have the insurance charges removed from the tuition bill. Current Health Insurance fees are listed in the Fee section of this catalog. For more information about dependent coverage and to obtain appropriate health insurance waiver or claim forms, contact the Health Services Office, room 313, Student Center.

RCC students can participate, at their own expense, in a student dental plan offered to area college students through the Henry M. Goldman School of Graduate Dentistry at the Boston University Medical Center. For more information about this cost effective plan, contact the Health Services Office, room 313, Student Center.

ADVISING CENTER 4-311

The mission of the Advising Center is to help students successfully matriculate toward completing certificate and associate degree programs, once they are accepted at RCC. The staff assists students in selecting majors consistent with their career goals and also works to ensure quality faculty advising.

THE STAFF:

- work with students to develop academic plans of study
- provide advisor training and resources to faculty
- monitor students' academic progress
- advise students regarding adjustments to their academic plans
- assign students to faculty advisors
- alert faculty advisors when students experience academic difficulties
- refer students to appropriate support services

STAFF ENABLES STUDENTS TO:

- assume more responsibility for their academic planning
- gain an understanding of the rationale for course selection
- discuss with their external support system (family, employers child care providers) a program that makes sense to them

COUNSELING 4-311

Counseling staff are dedicated to helping students obtain the fullest benefit from their college experience, providing counseling in both English and Spanish by appointment and on a walk-in basis.

Any student who has questions or faces issues that prevent the fulfillment of their academic or personal potential is encouraged to meet with a counselor to discuss those concerns. The staff is committed to creating an environment sensitive to the cultural and individual needs and the concerns of all RCC students.

Many students face personal challenges that may require the assistance of trained psychological support personnel. A variety of agencies are available for referral, and Counseling works closely with the Martha Eliot Health Center, Dimock Health Center, and Boston Medical Center.

The College is committed to creating an educational environment that promotes opportunities for academic excellence and personal exploration for all students regardless of their disabilities. Our “barrier free” campus promotes access to all buildings by wheelchair. For more information, contact the Counselor for Students with Disabilities.

COLLEGE SURVIVAL SEMINAR

College Survival Seminar is a one-credit course required for graduation and taken the first semester a student enrolls at RCC. Offered in English, Spanish and French/Creole, the course is divided into sections matching student career interests. A section for those who are undecided about career plans is also offered. Students complete an education plan identifying their courses at RCC. In the final project, a ten-year career plan outlines the student's life after leaving RCC. Topics relevant to student success such as AIDS education, financial aid and tours of the Library and The Learning Center are included.

CAREER AND TRANSFER SERVICES 4-311

Career planning can be an exciting process. Career and Transfer Services assists students who are undecided or who need more information before selecting a career focus. Interest inventories such as the Strong-Campbell and the Harrington O'Shea help students examine their interests and values. A network of career professionals, both alumni and friends of RCC, is also available to answer questions in informational interview sessions.

JOB PLACEMENT

The department assists students with job placement, finding part-time jobs off campus, and full-time career opportunities after graduation by maintaining bulletin boards and job book listings; inviting prospective employers to meet with students during an annual Career Fair and on-campus recruitment; conducting tours to selected employment sites; and offering regularly scheduled resume writing workshops and job interview training sessions.

INTERNSHIPS

Internships are available in a variety of agencies and employment settings. Experience and exposure to career areas can help in choosing a major and in finding paid employment. Interns work at least 150 hours and submit a final paper for academic credit.

TRANSFER COUNSELING

Many students' academic plans include transfer to a four-year college or university. Staff are prepared to guide students through the transfer process: choosing an appropriate major, selecting colleges, filing all application and financial aid paperwork, and finally, making decisions once acceptances have been received. College Fairs bring over forty colleges to the campus each semester.

CROSS-REGISTRATION

Sampling the environment and course work of a four-year college before the time of transfer can help students choose the campus that will best meet their needs. Currently, cross-registration is available at Northeastern University, Wheelock College, University of Massachusetts/Boston, Massachusetts College of Art, Suffolk University and Simmons College.

JOINT ADMISSIONS

Joint Admissions is an excellent opportunity for students to indicate their interest in state colleges and universities at the time they enroll at RCC. Those completing all requirements for Associate degrees with grade point averages of 2.5 or higher are guaranteed admission into eligible programs at the four-year institution. (page 21 for more information) Transfer scholarships, articulation agreements, the Commonwealth Transfer Compact and credit transfer are explained on pages 45-49)

RCC CAFE

The campus cafe is conveniently located on the first floor of the Student Center. The cafe serves breakfast, lunch, and light snacks daily. In addition, vending machines are located throughout the campus, offering a wide variety of soft drinks and snacks.

STUDENT LOUNGES

Student lounges are located in both the Student Center on Columbus Avenue and the Boston Business School building on Commonwealth Avenue. Student lounges provide a great place where all students can gather for social interaction and small group activities. The comfortable seating, hanging art displays, information tables, carpeting and vending machines make the Student Center's lounge a popular spot any time students want to meet in a casual and relaxed environment.

DAY CARE

Roxbury Community College has an on-site Day Care Center. The Center accepts toddlers and pre-school children. Priority enrollment is given to eligible children of RCC students, faculty and staff, with additional spaces available for children from the surrounding community.

PARKING

There is limited free parking available for day and evening students in the College parking lots located on Columbus Avenue.



All day students must display a valid parking sticker, which can be obtained in the Security Office on the first floor of the Academic Building. Proof of current automobile registration is required. Parking on Commonwealth Avenue is limited to on-street parking meters. Students are encouraged to use public transportation. The MBTA Green Line Babcock Street stop is located directly across the street from the campus.

ATHLETICS

Roxbury Community College's Athletics Program offers students an opportunity to excel in intercollegiate and intramural sports. Students learn the value of teamwork, discipline, responsibility and personal integrity, as they compete with other teams in the following sports:

INTERCOLLEGIATE VARSITY (MEN)

Basketball

Track and Field

Soccer

INTERCOLLEGIATE VARSITY (WOMEN)

Basketball

Track and Field

INTRAMURAL (MEN)

Volleyball

Basketball

Soccer

INTRAMURAL (WOMEN)

Volleyball

Basketball

In addition, the RCC Athletics Program offers:

Aerobics

Swimming

Karate

Stress Management



For more information about the Athletics Program, contact the Athletics Director at the Reggie Lewis Track and Athletic Center.

STUDENTS' RIGHTS & RESPONSIBILITIES

Roxbury Community College expects that all students are mature and responsible individuals and will act as such while engaged in all College related activities, both on and off campus. Students are expected to act responsibly at all times, to adhere to the principles of good scholarship, and to respect the rights of all individuals.

A complete explanation of student rights and responsibilities and the student grievance procedure is available in RCC's Student Handbook.

SMOKING AREAS

In compliance with Federal and State Laws governing the use of tobacco products in public buildings, Roxbury Community College maintains a smoke free policy. Smoking is strictly limited to specified areas. For more information contact the Facilities Department or the College's Facilities and Sites Committee through the Secretary to the Acuerdo, the College's governance body.

IMMUNIZATIONS

Massachusetts General Laws, Chapter 76, Section 15C requires that all full time college students under thirty years of age, and full and part time college students enrolled in nursing and health sciences, present a valid record of immunization against measles, mumps, rubella, diphtheria and tetanus. Students must submit this information in writing to the Office of Admissions prior to registration. For assistance in completing the appropriate Immunization Form, contact the Health Services Office in room 313, Student Center.

HAZING

Hazing is not permitted at Roxbury Community College or at any activity or event associated with Roxbury Community College or College-recognized clubs, organizations and activities. In 1985, the Massachusetts House of Representatives passed legislation prohibiting hazing on college campuses. Hazing is defined as any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Copies of this legislation are available in the Student Activities Office located in room 317, Student Center.

SEXUAL HARASSMENT

Sexual harassment is a serious violation of an individual's rights and will not be tolerated at Roxbury Community College. Under Massachusetts General Law, Chapter 151B, Section 4(1) and 16A, sexual harassment is a form of sexual discrimination and as such is illegal. Sexual harassment is the abuse of power which is considered demeaning and interferes with one's ability to participate in educational activities or employment activities. Sexual harassment includes sexual advances, requests for sexual favors, and other conduct of a sexual nature.

In 1986, an amendment was made to the Massachusetts General Laws which entitles students to the rights of college employees relative to the filing of sexual harassment grievances.

For more information about sexual harassment and grievance procedures please refer to the Student Handbook, or see the Student Grievance Officer in the Dean of Student Affairs Office located in room 210, Administration Building.

ABSENCE DUE TO RELIGIOUS BELIEFS

Massachusetts General Laws, Chapter 151C, 2B, excuses the absence of students due to their religious beliefs. Under this law, any community college student who can't attend classes, take an exam, or participate in a related activity on a particular day because of his/her religious beliefs will be excused from that activity. In addition, the College will make available another opportunity for the student to complete that work, exam or activity at no charge to the student, providing this does not create any unreasonable burden on the institution. A student will not be subject to any prejudicial effects for exercising his/her religious beliefs. The full text of Section 2B follows, as required:

1985 Regular Session

STUDENTS ABSENCE DUE TO RELIGIOUS BELIEFS

Chapter 375

AN ACT EXCUSING THE ABSENCE OF STUDENTS FOR THEIR RELIGIOUS BELIEFS.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

Chapter 151C of the General Law is hereby amended by inserting after section 2A the following section:

Section 2B. Any student in an educational or vocational institution, other than a religious or denominational educational or vocational training institution, who is unable, because of his religious beliefs, to attend classes or to participate in any examination, study or work requirement, shall be provided with an opportunity to make up such examination, study, or work requirement which he may have missed because of such absence on any particular day; provided, however, that such makeup examination or work shall not create an unreasonable burden upon such school. No fees of any kind shall be charged by the institution for making available to the said student such opportunity. No adverse or prejudicial effects shall result to any student because of his availing himself to the provisions of this section. A copy of this shall be published by each institution of higher education in the catalog of such institution containing the list of available courses.

Approved October 8, 1985

DRUG AND ALCOHOL POLICY

Roxbury Community College, in accordance with the U.S. Drug-Free Workplace Act of 1989, Appendix C to 45 C.F.R. part 620, Subpart F, and the College's philosophy of establishing and maintaining a supportive learning environment, adheres to and enforces the following policies:

Massachusetts General Laws, Chapter 94C (Controlled Substance Act)

- The unlawful manufacture, distribution, dispensing, possession or use of alcohol or of controlled substance, is prohibited on the campus of Roxbury Community College or as a part of any College-related activity. The College will cooperate in the enforcement of state and federal laws concerning alcohol and controlled substance.

Massachusetts General Laws, Chapter 272, Section 59 (Public Drinking), Massachusetts General Laws, Chapter 90, Section 24 (Operating Under the Influence, and Open Containers)

- The law requires notification to the College within five (5) days if convicted of any criminal drug statute for violation(s) occurring in the workplace. Individuals are subject to appropriate disciplinary action including expulsion from the institution or termination of employment. In addition, the United States Department of Education requires that all students receiving Pell Grants must complete a drug-free certification form prior to receiving their award. Employees working under federally funded grant programs are subject to additional requirements and should contact the Human Resources Office for more information.

For more information regarding employee drug and alcohol abuse education and rehabilitation programs contact the Human Resources Office in room 311, Administration Building. For student information regarding drug and alcohol education contact Health Services, room 313, Student Center.

STUDENT GRIEVANCE PROCEDURES

Any student who feels he or she has been treated unfairly and is concerned that there has been a violation of his or her rights is entitled to file a formal grievance. For more information about the Massachusetts Higher Education Coordinating Council's grievance procedures contact the Student Grievance Officer in the Dean of Student Affairs Office, room 210, Administration Building, 541-5308.

ACADEMIC INFORMATION & POLICIES

ACADEMIC & CERTIFICATE PROGRAMS

The Higher Education Coordinating Council has statutory authority to confer Associate Degrees to each community college in the Commonwealth of Massachusetts. Only qualified graduation candidates recommended by faculty are eligible to be awarded a degree.

Certificates are awarded to students who complete a one year program of study in a specific technical area and prepare for entry level employment in such popular careers as Allied Health, Bookkeeping, Computer Information Systems, Computer Assisted Drafting and Word Processing. Certificate programs are listed on pages 87-94.

Roxbury Community College also has programs that address the specific learning needs of our students, local high school students, community groups and businesses. For more information about special programs see the section of this catalog which outlines Special and Preparatory Programs or contact RCC's Division of Continuing Education and Community Services at 541-5306.

DEGREE DESIGNATION

ASSOCIATE OF ARTS

The Associate of Arts (A.A.) Degree programs at RCC meet the Commonwealth Transfer Compact guidelines and are designed for transfer to a four-year college or university. These programs provide a solid foundation for transfer students and parallel the first two years of study in most public and private four-year colleges throughout the country. A.A. degrees are listed on pages 56-72.

ASSOCIATE IN SCIENCE

Associate in Science Degrees are career programs designed for students preparing to enter the job market after graduation. Core courses and some career courses in career A.S. degrees may be transferable. A.S. degrees are listed on pages 73-85.

ACADEMIC POLICIES

ACADEMIC ADVISING

All students except those designated as special students are assigned to an Academic Advisor who meets with the student on a regular basis to select courses, discuss academic issues of concern to the student and chart an individual plan of study. Students meet with their advisor each semester prior to registration to ensure that all prerequisites and program requirements are being met.

It is the personal responsibility of each student to comply with all academic policies and procedures of the College and to complete all degree requirements.

CREDIT HOUR REQUIREMENTS

A full time student is a student who is registered for twelve (12) or more credit hours during a single semester. A part time student is a student who is registered for less than twelve credit hours during a single semester.

Day students can register for a maximum of sixteen (16) credit hours during the Fall and Spring semesters and six (6) credit hours during the Summer semester. Evening students may register through the Division of Continuing Education (DCE) for a maximum of twelve (12) credit hours during the Fall and Spring semesters and up to nine (9) credit hours during the Summer semester.

Students with a cumulative GPA of 2.75 or higher may register for up to three additional credit hours with the consent of the Division Chairperson for day students or a DCE counselor for evening students. Eligible students must submit the appropriate form with the required signatures to the Registrar's Office prior to registering for the over-load course.

All students should be aware of institutional standards for Satisfactory Academic Progress (see page 39). In addition, students receiving financial aid must maintain satisfactory progress in order to remain eligible for financial aid (see page 15). A student receiving financial aid who has not successfully completed the minimum number of credit hours and/or earned the minimum GPA is subject to financial aid suspension. The criteria for financial aid eligibility and Satisfactory Academic Progress are different. Each is listed separately in this catalog.

CLASS ATTENDANCE POLICY

Students are expected to attend all scheduled class meetings. If a student is unable to attend a class, it is the student's responsibility to make up work that was missed as a result of his/her absence. Excessive absence is defined by each faculty member and included in the course syllabus. If a student is excessively absent, he or she may receive a failing grade for the course. Roxbury Community College supports and enforces the individual attendance policy as stated on every course syllabus.

In case of an emergency or illness that will cause extended absence from class, the student is responsible for notifying the Dean of Students Office at 541-5308.

REGISTRATION

Registration takes place prior to the start of each semester. All students must participate in the registration process in order to enroll in classes. Before each registration period, new and currently enrolled students must see their Academic Advisor for assistance in planning their course schedules. Registration for classes represents a binding legal contract between the student and the College. Students are expected to attend the first week of classes and pay for classes for which they have registered. See also "Adding and Dropping Courses" on page 41.

Students seeking readmission following an absence from the College for reasons other than academic suspension are required to see an Advisor in the Advising Center prior to enrolling in classes. Students on academic suspension are not permitted to register for classes and must report to the Dean of Student Affairs. No registration is valid until it is processed by the

Registrar's Office. It is the student's responsibility to meet all deadlines in the registration process.

MATRICULATION

All degree-seeking students must officially matriculate in a degree-granting program by declaring a concentration at the time of acceptance into the College. Enrolling in classes or registering for classes does not constitute matriculation. A matriculating student has declared his or her program concentration and is subject to the program requirements of the degree or certificate program in effect at the time of matriculation or six years prior to graduation, whichever is later. If a student has been enrolled in a degree program continuously for more than ten years, the student must meet with the Dean of Student Affairs to clarify degree requirements. When the College no longer offers courses required in a concentration, the College will make reasonable accommodation. The appropriate Division Chairperson will make necessary substitutions enabling the student to fulfill degree requirements. Students should obtain a Programs of Study booklet and, if an evening/weekend student the 2 Year Planning Guide for Evening Students.

UNDECIDED STUDENTS

Students who are undecided about which concentration to choose are encouraged to explore career options with the Advising Center, Counseling, or Career and Transfer Services staff member. Setting a career goal is the first step in choosing an appropriate concentration. Undecided students can select the A.A. degree, Liberal Arts concentration. Change of major/concentration forms are available in the Registrar's Office and require the signature of the student and an advisor in the Advising Center.

**CHANGING ACADEMIC
PROGRAM OR
CONCENTRATION**

Students wishing to change from one academic program or concentration to another must complete the appropriate Change of Program Form available in the Registrar's Office. Students are encouraged to meet with their Academic Advisor to explore the planned change. Both the student and the advisor must sign Change of Program forms. Final approvals of program changes are issued by the Registrar's Office, with the exception of the clinical sequence of the Nursing Program, for which approval is issued by the Office of Admissions. A student is not enrolled in the new program until the change is processed. When a program change is approved, the student must meet all graduation requirements listed in the College Catalog in effect at the time of the program change. Students should recognize that a program change may increase the time needed to complete graduation requirements.

**CHANGE OF NAME
& ADDRESS**

Students who change their name or address while enrolled at the College must provide proof of change and complete a Change of Name/Address Form. To find out what constitutes acceptable proof of change(s) and to obtain a Change of Name/Address Form, contact the Registrar's Office.

**STUDENT RECORDS &
STUDENTS' RIGHT TO
PRIVACY**

The College recognizes each students' right to privacy and complies with the Federal Family Education Rights and Privacy Act of 1974. No academic or personal records or personally recognizable information about a student may be released without written consent from the student. Officials and other appropriate employees of the College who have legitimate reason to access College records are exempt. The College, at its discretion, may release directory information about current students. Directory information as defined by the Federal Family Education Rights and Privacy Act of 1974 includes: name, date of birth, place of birth, social security number, name of most recent college attended, dates of attendance, part or full time student status, and degree or certificate awarded. If a student does not wish to have this information released, the student must submit written notification to the Registrar's Office during the first week of classes each semester.

TRANSCRIPT REQUESTS

To request a transcript, a student must complete a Transcript Request Form, available in the Registrar's Office or make their request in writing by stating his/her name (when attending the College), social security number, year of graduation, degree conferred or years of attendance, and send his/her request to the Registrar's Office. Official transcripts are sent directly to an authorized agency for employment or educational institution and bear the official seal of the College, the Registrar's signature, and the date. Students may obtain an unofficial copy of their student transcript for their personal use. This unofficial copy will be stamped: "Issued to Student."

Students can request as many transcripts as needed. Transcript requests cost \$1.00 each (payable in cash, money order, or bank check), and must accompany the Transcript Request Form or letter. This fee is subject to change without notice. Please allow three business days for processing transcript requests. Transcripts will not be released unless the student has met all outstanding obligations to the College.

ENTRANCE ASSESSMENTS

In order to enroll in college level courses, all students will be given Placement Examinations in English reading and writing, mathematics, and science. Students whose placement results fall below college level, will be enrolled in pre-college courses. English, Math and Science are required for all students.

PREREQUISITES

In order to enroll in college-level mathematics, College Algebra, MAT 10 102 or Statistics, MAT 10 120, students must place into college-level mathematics when they are assessed, prior to enrolling in classes. For students whose assessment results place them below college-level mathematics, pre-college mathematics courses are required. Challenge exams are available on a limited basis, check with appropriate Division Chair.



Most college-level courses require that students be eligible to enroll in college-level English. A variety of other prerequisites are also listed at the end of the course description. Prerequisites may be pre-college courses or other college-level courses which must be completed before the student can enroll in the course in question. In some cases, a course can be taken during the same semester as the prerequisite, which is indicated by the term, “or concurrent.”

Prerequisites do not apply when students place into courses at a higher level than the prerequisite. For example, the prerequisite for Black Studies I, SSI 20-111, is Developmental Reading and Writing II, ENG 10-097. Students placing into college-level English do not need to take the English prerequisite before enrolling in Black Studies.

GRADING

Roxbury Community College assigns a letter grade for all credit courses. Each letter grade carries a numeric value which is used to calculate a student's Quality Points Earned (QPE) and Grade Point Average (GPA). The GPA is used to determine a student's academic standing.

The following grading system is used to represent a student's final course grade:

GRADING SYSTEM

Grade	Quality Points	Interpretation
A	4.0	Excellent
B+	3.5	
B	3.0	Good
C+	2.5	
C	2.0	Satisfactory
D+	1.5	
D	1.0	Unsatisfactory (Passing)
F	0.0	Unsatisfactory (Course failure)

IMPORTANT NOTES ON GRADES

1. The grades of D and D+ accumulate quality points that are below the minimum 2.0 needed for graduation.



2. The grades of D and D+ are not accepted for transfer credit at four year colleges and universities. Students who are planning to transfer to a four-year school are strongly encouraged to re-take those courses in which a D or D+ grade was earned. However, this may negatively impact financial aid.
3. Certain academic programs require more than the minimum 2.0 GPA for a student to be considered in good academic standing and/or a minimum grade of C for required courses in the academic concentration. Students must comply with the program requirements and academic standards of the department. No exceptions will be made. For information about specific program requirements and academic standards, contact your academic advisor or the academic department chair for the specific program.

NON-NUMERIC GRADES

S	Satisfactory. (A-C equivalent) Used in mid-term evaluation only
U	Unsatisfactory. (D-F equivalent) Used in mid-term evaluation only
I	Incomplete
AP	Attended and Progressed. Used only for developmental English and Math courses.
W	Official Withdrawal. Used when a student officially is withdrawn from a course.
WA	Administrative Withdrawal. Used when a student is withdrawn from a course by a faculty member or a administrator.
AU	Audit. Used when a student is registered for a course as a non credit seeking enrollee. No grade is assigned for that student.
P	Pass (applies to non-credit courses only)
NP	Did Not Pass (applies to non-credit courses only)

INCOMPLETE (I) GRADE

EXPLANATION OF NON NUMERIC GRADING SYSTEM

A letter grade of "I" incomplete may be given to a student at the instructor's discretion, for example, if a student has made satisfactory progress in a course and has completed most of the work but, for reasons beyond the student's control, has not completed a significant course requirement such as the final exam or paper. An Incomplete will not be granted to a student who has not made satisfactory progress in a course as determined by the midterm grade, quality of completed course assignments, and attendance records. Students receiving an "I" must submit all work necessary to complete the course by the end of the ninth week of the following semester (excluding summer) in order to receive a grade for that course. Requests for extensions beyond the deadline must be submitted in writing to the Registrar's Office before the deadline date. Requests for extensions will not be considered after the deadline passes, at which time the "I" grade will convert to an "F" grade. Under no circumstances can an "I" grade be changed to a "W" grade.

**ATTENDED AND PROGRESSED
(AP) GRADE**

A student who does not pass a pre-college (under 100-level) course may, at the instructor's discretion, be assigned the "AP" grade. This grade indicates that the student attended class and made progress, but did not reach the level of proficiency necessary to advance to the next course in the sequence.

A student can receive the "AP" grade one time only for a given course. The "AP" does not satisfy the prerequisite for a higher level. The "AP" grade does not count toward graduation requirements.

**AUDITING A COURSE (AU)
GRADE**

A student may be permitted to enroll in and register for a course without receiving course credit or accumulating points toward their GPA through the auditing privilege. Students registering for a course on an audit-only basis will be charged for the course. A mark of "AU" will be recorded for the course on the student's transcript. An audited course does not show credits attempted or earned and will not be considered by the Financial Aid Office when awarding financial aid.

ADMINISTRATIVE ADD/DROP

The College reserves the right to drop a student from a course in which he/she has not met the prerequisite(s) but has been enrolled, or if the faculty member has determined after consultation with the Director of Assessment that the student has been placed in the wrong level (Math, ESOL, English). A faculty member, not the student, can complete the Add/Drop Form that includes the number and section of the appropriate course(s) to be added/dropped. The faculty member is responsible for submitting the signed form to the appropriate Division Chairperson, who will then submit it to the Registrar's Office. The Administrative Add/Drop Form will be accepted by the Registrar's Office only during the first two weeks of the semester. The Registrar's Office will not accept administrative Add/Drop Forms if they are not signed by the faculty member authorizing the changes.

See also "Adding and Dropping Courses" below

**GRADES USED TO
DETERMINE A STUDENT'S
ACADEMIC STANDING**

Grades of I, AB, AU, and W are not calculated in the semester grade point average or cumulative grade point average. However these grades are used to determine a student's Academic Standing, including Satisfactory Academic Progress, Academic Probation and Academic Suspension, and can therefore impact on the student's eligibility to receive financial aid assistance.

**ADDING AND DROPPING
COURSES**

Students may make changes in their class schedule by dropping or adding a course(s) during the official Add/Drop period, as listed in the Academic Calendar. These changes must be

submitted in writing on an official Add/Drop Form which is available in the Registrar's Office. All course changes are filled on a first come, first served basis, space permitting.

Attending another course or course section without completing an Add/Drop Form will result in no credit earned for that course. A student who officially drops a course within the designated time period will not be penalized. However, a student who does not attend class and does not officially drop or withdraw from that class will receive a failing grade for the class and will be billed for the class by the Business Office. All students should consider the implications of not meeting minimum semester hour requirements. Financial aid assistance and health insurance status are affected by student course load.

It is required that degree or certificate students meet with a faculty advisor before dropping or adding a course. New degree or certificate students must provide placement test results (English, Math and/or Science) before they will be allowed to add a course. A returning student must provide an assigned advisor with a copy of his or her transcript before adding a course, as evidence that the student has satisfied the prerequisite(s) of the course(s) being added. If a student wants to add a course that has already reached maximum enrollment, the student must obtain permission from the instructor and have him/her sign a Maximum Enrollment Override Form to be submitted to the Registrar's Office with the Registration Form at the time of registration.

WITHDRAWAL FROM COURSES

Failure to attend class does not constitute official withdrawal. After the Add/Drop period, no student will be allowed to add classes to his or her schedule. Students who do not follow procedures for withdrawal from a course in which they are enrolled will receive an "F" grade for that course. Students must obtain the instructor's signature and complete and file a Withdrawal Form with the Registrar's Office. Withdrawals may be submitted by a student for any reason within the withdrawal period as set forth in the Academic Year Calendar. A student who withdraws will receive a grade of "W" which is not included in calculating the GPA. Once a "W" is recorded in a student's record, it cannot be changed. Students should note that financial aid eligibility is affected by the number of credits registered for but not completed and that excessive withdrawals could negatively affect Financial Aid eligibility. For more information about the refund policy in relationship to dropping courses and withdrawals refer to the Index section of the Catalog for a page reference.

DCE POLICIES ON ADD/DROP & WITHDRAWAL

Evening students who decide not to attend a course(s) must officially drop or withdraw from the course(s). Failure to attend class does not constitute official withdrawal. Students should check the Add/Drop and Withdrawal deadline dates listed in the Academic Calendar and Course Schedule. Students who do not officially drop or withdraw from a course(s) will receive a grade of "F" and will be billed for that course(s) by the Business Office. Please refer to the DCE

Refund Policy for more information. Evening students can obtain Add/Drop and Withdrawal Forms in the Division of Continuing Education Office, room 102, Administration Building.

WITHDRAWAL FROM THE COLLEGE

A matriculated student who wishes to withdraw from the College should first meet with his or her academic advisor to schedule an exit interview and complete the necessary College Withdrawal Form. If a student stops attending classes without officially dropping or withdrawing, the student will receive an "F" for those classes which will be averaged into the student's GPA. Withdrawal from the College terminates a degree program. Students who withdraw from a degree or certificate program and wish to return to the College at a later date must complete a Readmission Form and will be subject to the program requirements in effect at the time of their readmission.

COMPUTATION OF QUALITY POINT AVERAGE (QPA)

Quality Points are computed by multiplying the number of credits assigned to each course by the numerical value of the grade. For example, a three-credit course completed with a grade of "A" would carry 12 quality points ($3 \times 4.00 = 12$).

COMPUTATION OF GRADE POINT AVERAGE (GPA)

The overall Grade Point Average is determined by dividing the total quality points earned by the sum of the credits attempted. For example credits earned for five courses with a final grade of "A" would be calculated as 12 (QPA points) $\times 5$ (number of courses) = 60 (total QPA points) divided by 15 (5 courses $\times 3$ credits per course) = 4.0 (GPA). Credits for ESOL-designated and Developmental courses cannot be used toward graduation, nor will they be calculated in the cumulative GPA for graduation.

SATISFACTORY ACADEMIC PROGRESS CHART

Credits Attempted	Satisfactory Progress GPA Range	Warning GPA Range	Suspension GPA Range
00-16	1.70-4.00	1.30-1.69	1.29 or less
17	1.72-4.00	1.33-1.71	1.32 or less
18	1.73-4.00	1.36-1.72	1.35 or less
19	1.75-4.00	1.39-1.74	1.38 or less
20	1.76-4.00	1.41-1.75	1.40 or less
21	1.78-4.00	1.44-1.77	1.43 or less
22	1.79-4.00	1.47-1.78	1.46 or less
23	1.81-4.00	1.50-1.80	1.49 or less
24	1.82-4.00	1.53-1.81	1.52 or less
25	1.84-4.00	1.56-1.83	1.55 or less
26	1.85-4.00	1.59-1.84	1.58 or less
27	1.87-4.00	1.61-1.86	1.60 or less
28	1.88-4.00	1.64-1.87	1.63 or less
29	1.90-4.00	1.67-1.89	1.66 or less
30	1.90-4.00	1.70-1.89	1.69 or less
31	1.90-4.00	1.70-1.89	1.69 or less
32	1.90-4.00	1.70-1.89	1.69 or less
33	1.91-4.00	1.72-1.90	1.71 or less
34	1.92-4.00	1.73-1.91	1.72 or less
35	1.93-4.00	1.75-1.92	1.74 or less
36	1.93-4.00	1.76-1.92	1.75 or less
37	1.94-4.00	1.78-1.93	1.77 or less
38	1.95-4.00	1.79-1.94	1.78 or less
39	1.96-4.00	1.81-1.95	1.80 or less
40	1.96-4.00	1.82-1.95	1.81 or less
41	1.97-4.00	1.84-1.96	1.83 or less



42	1.98-4.00	1.85-1.97	1.84 or less
43	1.99-4.00	1.87-1.98	1.86 or less
44	2.00-4.00	1.88-1.99	1.87 or less
45	2.00-4.00	1.90-1.99	1.89 or less
46	2.00-4.00	1.90-1.99	1.89 or less
47	2.00-4.00	1.91-1.99	1.90 or less
48	2.00-4.00	1.91-1.99	1.90 or less
49	2.00-4.00	1.92-1.99	1.91 or less
50	2.00-4.00	1.93-1.99	1.92 or less
51	2.00-4.00	1.94-1.99	1.93 or less
52	2.00-4.00	1.94-1.99	1.93 or less
53	2.00-4.00	1.95-1.99	1.94 or less
54	2.00-4.00	1.96-1.99	1.95 or less
55	2.00-4.00	1.96-1.99	1.95 or less
56	2.00-4.00	1.97-1.99	1.96 or less
57	2.00-4.00	1.98-1.99	1.97 or less
58	2.00-4.00	1.99	1.98 or less
59	2.00-4.00	1.99	1.98 or less
60	2.00-4.00	—	1.99 or less

NOTES ON SATISFACTORY PROGRESS CHART

*First semester students who are in this range will be placed on academic probation the second semester instead of receiving academic suspension.

Important Note: Academic Standards for financial aid eligibility are based on total credits attempted and a minimum required GPA and includes courses withdrawn. Academic guidelines for Satisfactory Academic Progress consider only the student's GPA. Therefore, students need not be on academic warning or academic suspension in order to receive cancellation of their financial aid assistance. For more information refer to the Index section of this Catalog or contact the Financial Aid Office, room 201, Administration Building.

A student whose GPA falls within the range listed as Warning GPA will be notified by the Dean of Curriculum and Instruction and placed on Academic Probation for the next semester. The student must either improve his or her GPA to the level of Good Academic Standing or be placed on Academic Suspension the following semester.

ACADEMIC WARNING

A student whose GPA falls within the range of Academic Warning will be placed on Academic Probation for the next semester. The student must meet with his or her Academic Advisor to develop a plan to improve academic performance and academic standing. This plan may include the following components:

1. Reduction in the student's course load to a ten (10) credit maximum
2. Re-assessment
3. Required participation in one or more academic support program
4. Personal counseling with a staff counselor
5. A combination of any or all of the above items

ACADEMIC PROBATION

Students on academic probation will not be allowed to register for credit courses except by permission of their faculty advisor. If at the end of the probationary semester the student's academic standing has not improved to a level of Satisfactory Academic Progress (as defined above), the student will be referred to the Advising Center for evaluation and recommendations.

**MID-SEMESTER
DEFICIENCY REPORT**

After mid-term grades have been submitted each semester, students who are performing at the "D" or "F" grade level ("U" or Unsatisfactory) or otherwise judged by their instructor to be in danger of failing a course will be notified in writing. This notification will not become a part of the student's permanent academic record.

ACADEMIC SUSPENSION

Once a student has been placed on Academic Suspension, he/she will not be allowed to enroll in classes. Students must report to the Dean of Curriculum and Instruction for a plan of action for the student to complete during the semester, between semesters, and/or during the summer session. This plan of action will include enrollment in special Learning Center non-credit review sessions, workshops, and special classes, etc. to improve the student's academic performance. At the end of the prescribed program, the student will be tested to determine progress achieved and based on the test results, the Dean of Curriculum and Instruction will recommend to the Registrar that the student be allowed to resume regular academic studies, be referred to an appropriate community agency for further assistance or be dismissed from Roxbury Community College.

Students who do not make satisfactory progress through the required steps above will be dismissed from the College for a period of no less than two semesters (excluding summer). After the dismissal period has expired, a student may apply for readmission to the College. However, all dismissed students must meet the academic requirements and criteria for readmission

specified by the Vice President for Academic and Student Affairs before they can resume regular course work.

ACADEMIC DISMISSAL

A student who is placed on academic probation or suspension will be notified in writing by the Registrar's Office at the conclusion of each semester. A student whom the Dean of Curriculum and Instruction recommends for dismissal from the College will be notified in writing by the Registrar. A student may file an appeal no later than 10 days before the start of classes each semester. The Office of Academic Affairs will convene with the Academic Standards Committee (ASC) to review the student's case and render a decision, which will be available in writing for the student to pick up in the Office of Academic Affairs no later than noon on the last day of registration for that semester. The ASC may request from the student information and/or documentation deemed relevant to rendering a fair decision. The Academic Standards Committee is appointed by the Vice President for Academic and Student Affairs.

APPEALS PROCESS

A student may file an appeal (in writing) of his/her academic status with the Registrar. A schedule for filing appeals and information on the appeals process may be obtained from the Registrar.

Refer to the Index section of this Catalog for a page reference for information on RCC's readmission process.

CHANGING A GRADE

Students must see their instructor regarding any dispute over grades. All grade changes must be submitted in writing to the Registrar by the instructor who issued the grade. Petitions for grade changes will not be accepted after the deadline date listed in the Academic Calendar.

Requests for grade extensions (Incomplete) must be approved in writing by the Registrar's Office prior to the grade change deadline. Retroactive course withdrawals are not allowed.

REPEATING A COURSE

A student may repeat a course for which a grade below "B" was earned. However, while the first grade will remain on the student's transcript, only the second grade will be counted in the cumulative Grade Point Average.

Only a grade that carries attempted credits can replace a grade that carries credits. For example a grade of "F" cannot be replaced by a grade of "W."

A student failing a course for the second time will not be allowed to enroll in that course a third time without the permission of the Division Chair.

The policies stated above apply to courses taken at Roxbury Community College and courses taken at other institutions for transfer to Roxbury Community College.

AWARDING A SECOND DEGREE

Roxbury Community College grants two degrees, an Associate of Arts and an Associate in Science Degree. A student may petition to earn a second degree from the College under the following conditions:

1. Completion of the program requirements for the first degree
2. Meeting all of the requirements of the program for which the second degree will be awarded
3. Completion of a minimum of fifteen credit hours beyond the first degree

GRADUATION REQUIREMENTS

In order to qualify for graduation a student must meet all of the following conditions:

1. Qualify as a matriculated student as determined by the Office of Admissions
2. Complete all course requirements as specified by each academic program of study with a minimum GPA of 2.00 for college-level courses, unless otherwise required by a specific academic program
3. Complete all required courses in the curriculum with the minimum letter grade specified for each course of a program study
4. Complete the minimum number of credits as prescribed by their particular program of study
5. Have earned from Roxbury Community College a minimum of 30 credit hours for Associate degrees and 15 credit hours for Certificates
6. Have met all outstanding obligations to the College, including the fulfillment of all financial obligations

Students nearing the completion of all course work must officially petition to graduate through the Registrar's Office. To insure that the student's name is on the graduation program, the petition must be received by the Registrar's Office no later than December 8, for graduation in June.

Students may petition for an upcoming graduation even if they are two courses short of completing their program requirements at the time of graduation. The student may participate in graduation activities but must take the remaining two courses to receive their degree. The outstanding credits can be taken at Roxbury Community College or another accredited institution under the existing transfer compact policy.

All remaining courses must be completed by the end of the semester following that in which the student participated in graduation, excluding summer. If a student is not able to complete the two courses by this deadline, a petition for an extension must be filed with the Registrar's Office, including a statement of the reasons for the extension. A student requesting an extension beyond two semesters may be subject to additional academic requirements in effect at the time the student decides to complete his/her degree requirements before the degree can be awarded. Extensions beyond the second semester must be approved in writing by the Office of Academic Affairs.

**TRANSFER CREDITS FOR STUDENTS ENTERING ROXBURY
COMMUNITY COLLEGE**

Transfer credits for individual courses will be awarded to students transferring to Roxbury Community College under the following conditions:

1. The course is required in the student's program of study, or fulfills a general elective requirement
2. A grade of "C" or higher was earned for the course at a regionally accredited college or university
3. A course for which a passing ("P") grade was earned may be accepted for transfer as a general elective only if the student can demonstrate that the "P" is equivalent to a "C" or higher
4. Credits earned ten years prior to enrollment at Roxbury Community College must be approved for transfer acceptance by the Office of Academic Affairs

Note: Students must earn a minimum of 30 credits (for Associate degrees) and 15 credits (for Certificates) at Roxbury Community College in order to graduate.

HONORS & ACADEMIC MERIT SCHOLARSHIPS

Students achieving honors quality academic performance are recognized in an Honors Ceremony held each Fall and Spring semester.

FALL AND SPRING HONORS RECOGNITION

Students carrying 12 college-level credits for day students or 6+ college-level credits for evening students with a GPA of 3.76 or higher (receiving no grade less than a "C" during that semester) will be placed on the President's Honor List. Students carrying 12 college-level credits for day students or 6+ college-level credits for evening students with a GPA of 3.50 to 3.75 (receiving no grade less than a "C" during that semester) will be placed on the Dean's Honor List. Pre-college (under 100 level) courses are not used to calculate Honors standing. Please note: criteria are currently under review.

PHI THETA KAPPA

Phi Theta Kappa is the National Honor Society for community, technical and junior colleges. Founded in 1918, Phi Theta Kappa gives prestigious recognition to two-year college students who demonstrate outstanding academic achievement and personal character. From its inception, Phi Theta Kappa has always maintained fidelity to its founders and a commitment to provide enrichment in four hallmarks: scholarship, leadership, service and fellowship. Driven by these ideals, the Society has grown from a handful of chapters in Missouri to almost 1,000 chapters and 120 alumni chapters in all 50 states and abroad.

Today, Phi Theta Kappa features some of the nation's finest educational programs for two-year college students. These programs form the cornerstone of many two-year colleges' successes in nurturing intellectual achievement, good citizenship, and social poise.

The purpose of Phi Theta Kappa is to recognize and encourage scholarship among students in community and junior colleges. The organization seeks to provide opportunity for the development of leadership and service, the creation of an intellectual climate for the exchange of ideas and stimulation of continuing academic excellence, and fellowship with other scholars nationwide.

QUALIFICATIONS FOR MEMBERSHIP

To be eligible for membership in "Alpha Iota Mu," the local RCC chapter of Phi Theta Kappa, a student must meet the following criteria:

1. Be a full time student at RCC (minimum of 12 credit hours)
2. Have completed two semesters at RCC
3. Have achieved and maintained a GPA of no less than 3.50 in college-level courses
4. Be of good moral character
5. Be nominated by the student's academic department

GRADUATION HONORS

Roxbury Community College is proud to recognize students' commitment to academic excellence. Each year at graduation, those students with a cumulative GPA of 3.76-4.0 are graduated with highest honors, students with a cumulative GPA of 3.5-3.75 are graduated with high honors, and students with a cumulative GPA of 3.0-3.49 are graduated with honors.

ACADEMIC MERIT SCHOLARSHIPS

The Roxbury Community College Foundation awards Academic Merit Scholarships to outstanding students each semester. Students are nominated by faculty and are recommended to the Scholarship and Honors Committee, which coordinates the awarding of these scholarships. Recipients are recognized at the Honors Assembly along with Dean's List and President's List students.

Scholarship criteria and award amounts vary each year, based on the funds contributed to the Roxbury Community College Foundation and the stipulations established by the donors. For more information about Scholarships, students should contact the Career and Transfer Services office in room 311 of the Student Center.

GRADUATION SCHOLARSHIPS AND AWARDS

Award recipients are nominated by the faculty and approved by the Scholarship and Honors Committee of Roxbury Community College. Nominees are selected based on criteria established by the contributor of the award.

RCC FOUNDATION ACADEMIC AWARDS FOR EXCELLENCE

Martin Luther King, Jr. Scholarship of \$1,000 (or two awards of \$500) is presented to an RCC graduate who excels in Social Sciences. Traditionally this award has gone to graduates with the highest grade point averages in Social Science.

The Elizabeth "Betty" Johnson Award for \$1000 is given annually in memory of one of the original members of RCC's Board of Trustees to the graduating student who has earned the highest cumulative grade point average (GPA) and a minimum of 50 credits at Roxbury Community College. These prestigious scholarships are presented at the RCC graduation ceremony to the recipient, who is also class valedictorian.

RCC FOUNDATION GRADUATION AWARDS FOR EXCELLENCE

Outstanding Female Graduate Award for \$1,000 is presented to the female member of the graduating class selected by the faculty on the basis of both academic achievement and service to the College and community.

Outstanding Male Graduate Award for \$1,000 is presented to the male member of the graduating class selected by the faculty on the basis of both academic achievement and service to the College and community.

James H. Caesar Endowed Scholarship for \$500. In awarding this scholarship, preference is given to graduating students who have attended the Cooper Community Center of Roxbury or the Roxbury Boys and Girls Club. If this criterion does not apply, the scholarship may be awarded to a talented RCC student from the Roxbury community.

Letitia Garofalo Endowed Scholarship for \$500 is awarded to an RCC graduate on the basis of academic merit and financial need.

The Claudia J. Tucker Award for \$500 is given annually in honor of the mother of RCC professor Royal C. Tucker to an outstanding RCC transfer graduate.

The Alise Rostan Dowling Nursing Scholarship for \$750 is given annually in honor of the mother of RCC employee Dr. Nadine Dowling to an outstanding nursing student.

The Cheryl Spencer Memorial Scholarship for \$500 is given annually to an outstanding nursing student.

Francina E. Copeland Gelzer Endowed Scholarship for \$250 is given in the name of a lifelong resident of the Greater Roxbury community, with a strong commitment to education, to an RCC student on the basis of outstanding scholastic achievement. The award recipient will be an African-American male or female graduate maintaining a grade point average of 3.0 or above who has been accepted in a four-year college degree program

The Thomas Lowe Award for \$250 is presented to an RCC student whose academic achievement and service to the community and the

College exemplifies the mission of Roxbury Community College.

The Joseph T. Hunter Scholarship for \$250 was established in memory of the late Professor Joseph T. Hunter by his faculty colleagues at the Boston Business School campus. Two scholarships are awarded: one to an RCC graduate of the Roxbury Crossing campus and one to an RCC graduate of the Boston Business School campus.

BBS Alumni Scholarship for \$250 was established by the BBS alumni and awarded to graduating students from the Boston Business School campus based on overall academic excellence.

GRADUATE EDUCATIONAL LOAN AWARDS

The Sapers Scholars Award for \$2000 is offered to graduates who transfer to an accredited four-year college. This special "50-50" award includes a \$1000 scholarship and a \$1000 transfer loan. Through the generosity of the William R. Sapers family of Boston, the award recognizes motivated students who will continue toward the Bachelor's degree.

TRANSFER SCHOLARSHIPS

Three scholarships are awarded each year to RCC graduates who transfer into Bachelor's degree programs, two at Boston University and one at the University of Massachusetts /Boston. Recommendations are made to the RCC President by the Scholarship and Honors Committee.

Roxbury Community College/Boston University Scholarships cover full tuition and fees at Boston University for up to two years. Nominees must be Associate in Arts graduates with a minimum cumulative GPA of 3.5 who will earn at least 56 credits transferable to Boston University. All eligible nominees are interviewed by the Scholarship and Honors Committee, which makes recommendations to the President in early spring.

The Foster Furcolo Scholarship honors former governor Foster Furcolo, who played a major role in creating public community colleges in Massachusetts. Each community college nominates one graduate who will transfer to the University of Massachusetts/Boston. Graduates with a 3.5 or higher GPA who are Massachusetts residents are considered for this scholarship. Applicants must apply and be admitted to the University of Massachusetts/Boston.

OTHER TRANSFER SCHOLARSHIPS & AWARDS

Several local colleges, universities and other organizations offer scholarships, many of which have been awarded to eligible RCC graduates. Timely completion of all applications for financial aid is recommended. Private colleges generally require both the Free Application for Federal Student Aid (FAFSA) and the Profile Form.

Chancellor's Scholarship For Excellence. The University of Massachusetts/Boston offers 30 scholarships to Massachusetts residents planning to enter the University for the first time in the fall semester. Eligibility is based on one of the following: academic excellence (3.5 or higher GPA), excellence in the arts, or distinctive achievement in community service. In addition to applying to the University, candidates must submit an autobiographical essay of 1,000 words maximum and attend a personal interview.

Edwards Scholarship Fund. Students who have lived in Boston since their junior year in high school are eligible to apply. They must also be attending a two-year Associate in Arts or four-year undergraduate program.

Maria W. Stewart Scholarship Program. Suffolk University offers entering freshmen or transfer students a scholarship of up to \$5,000 based on talent and need. The scholarship was established to enhance the university's diversity.

National Hispanic Scholarship Fund. Undergraduate and graduate students of Hispanic- American background who have completed at least 15 credits of undergraduate work are eligible to apply. Students must be attending full-time days, be U.S. citizens or permanent residents and have a high academic record.

United Negro College Fund. Forty-one historically black colleges and universities in the South participate. To be eligible, students must have an unmet financial need as verified by the financial aid office, a GPA of 2.5 or better and be recommended by the financial aid office at the UNCF institution where enrolled.

University of Massachusetts/Amherst Community College Academic Scholarship awards \$2,500 a year to selected community college graduates earning a cumulative GPA of 3.0 or better who transfer to University of Mass/Amherst.

MASSACHUSETTS COMMONWEALTH TRANSFER COMPACT

Students who intend to transfer to a state college or university may be eligible under the Massachusetts Commonwealth Compact. This agreement, revised in January 1990, and approved by the Board of Regents (now the Higher Education Coordinating Council), guarantees that qualified students will be accepted into a state college or university with a minimum transfer of sixty (60) college-level course credits earned during their Associate in Arts degree program.

REQUIREMENTS FOR TRANSFER COMPACT STATUS

A student is eligible if he or she has met the following requirements:

1. Completed an Associate in Arts degree with a minimum of 60 College Level credits.
2. Achieved a cumulative GPA of not less than 2.00 (in a 4.00 system) at the community college awarding the degree.
3. Completed the following minimum general education core requirements, exclusive of developmental course work.

English Composition/Writing	6 credit hour
Behavioral and Social Science	9 credit hours
Humanities and Fine Arts	9 credit hours
Natural or Physical Science	8 credit hours
Mathematics	3 credit hours

The sending institution (RCC) is responsible for identifying the transcript of each student who is a candidate for transfer under this compact.

CREDITS TO BE TRANSFERRED

The 35 credits of general education requirements listed above and a minimum of 25 additional credits will be accepted for transfer by the receiving institution. These additional credits may be transferred as free electives toward the receiving institution's additional general education requirements or toward the student's major, or any combination of the two, as the receiving institution deems appropriate.

Only college-level course credits consistent with the standards set forth in the recommendations of the Undergraduate Experience report published by the Board of Regents (Higher Education Coordinating Council) are included under this Compact. Credits awarded by the sending institution through CLEP, challenge exams, and other life-experience evaluations for course credit may be included when the community college certifies that a student qualifies under this compact.

CREDITS BEYOND THE ASSOCIATE DEGREE

To complete the baccalaureate degree, a student who transfers under this compact may be required to take no more than 68 additional credits unless the student changes his or her program upon entering the receiving institution, or the combination of additional general education requirements, if any, and the requirements of the student's major at the receiving institution total more than 68 credits.

The Compact only insures recognition of RCC's Associate of Arts (A.A.) degree credits once the student has been admitted to the four-year institution. It does not guarantee acceptance to the transfer institution. The Associate of Science degree is not covered by this Compact. Credits earned towards an A.S. degree will be evaluated on an individual basis by the four-year institution.

For more information about the Massachusetts Commonwealth Transfer Compact, contact a transfer counselor in the Counseling and Placement Office, room 311, Student Center.

TRANSFER OPPORTUNITIES

Students planning to transfer to a four-year college or university are encouraged to work closely with their academic advisor and transfer counselor. Although each student is responsible for ensuring that the courses they enroll in at RCC are transferable, the College seeks to help students make the transition to a baccalaureate degree program. Roxbury Community College participates in a number of transfer and articulation agreements.

DUAL ADMISSION

Students enrolled in a degree program at Roxbury Community College may apply to one of the following HBCU's. Upon successful completion of the Associate's degree with a 2.0 Grade Point Average, students are accepted into the HBCU to continue toward the Bachelor's degree.

THE FOLLOWING HISTORICALLY BLACK COLLEGES AND UNIVERSITIES PARTICIPATE IN A DUAL ADMISSION AGREEMENT WITH MASSACHUSETTS COMMUNITY COLLEGES.

- Cheyney University, Pennsylvania
- Delaware State University, Dover
- Florida A&M University, Tallahassee
- Hampton University, Virginia
- Howard University, Washington, DC
- Tuskegee University, Alabama

ARTICULATION AGREEMENTS

Roxbury Community College has developed agreements with baccalaureate institutions for transfer students who have completed RCC associate degrees. These articulation agreements stipulate that RCC graduates will be admitted into specific programs, with full junior standing, if they have completed specified courses and achieved the required grade point average at RCC. The agreements specify course equivalencies so that potential transfer students can be guided in their course selection with assurance of maximum transfer credits. The participating institutions are:

Boston University for pre-engineering curriculum.

Emmanuel College for Registered Nurse bachelor's degree completion.

Framingham State College for Registered Nurse bachelor's degree completion.

Johnson & Wales University for Business Management.

Pine Manor College for liberal arts.

Simmons College for nutrition, dietetics, pre-nursing.

University of Massachusetts/Boston for Registered Nurse bachelor's degree completion.

Wheelock College for Early Childhood Education, Elementary Education, Child Life and Social Work.

CROSS-REGISTRATION

Cross-registration allows students taking courses at RCC to sample courses at selected colleges during the same semester. Students must complete between 15 and 30 college-level credits to be eligible for cross-registration. Basic core courses must be taken at RCC. Participating institutions are:

- Northeastern University
- Suffolk University
- Massachusetts College of Art
- Wheelock College
- Simmons College
- University of Massachusetts/Boston

ACADEMIC SUPPORT SERVICES

The Division of Academic Support Services, Curriculum and Instruction includes the Library, The Learning Center, the Information Technology Department, and grant-funded programs that provide students additional academic support services essential to college readiness, skill development and learning enrichment. These departments support faculty as they develop and improve curriculum opportunities for students. They also help students achieve their goals by extending learning experiences beyond the boundaries of the traditional classroom to provide more time for learning, and more learning which is compatible with student learning styles and needs.

Academic Support programs are designed specifically to enhance instructional effectiveness through resources and resource sharing and to inspire academic excellence important to students' persistence to goal achievement and/or graduation. Information on the Library, The Learning Center and academic computer labs follows this section of the Catalog.

LIBRARY

Roxbury Community College's Library stimulates learning through the use of diverse resources and library instruction to help students develop lifelong learning skills essential to academic success and personal empowerment. The Library is an interactive environment. Our success is measured by your participation and satisfaction with our services and it is rooted in a set of objectives in direct support of college goals.

We offer more than you would ever expect from a traditional college library. Our Library combines a carefully selected collection of books, periodicals, CD-ROM indexes and media materials with the personal attention of a knowledgeable and professional staff who help students and faculty select and use materials that supplement classroom learning experiences. The Library programs incorporate new technologies, print and media materials and the information literacy instruction essential to lifelong learning.

In the instances where our collection can not meet users' needs, we are able to extend our access to materials and resources by virtue of our network memberships that provide computer database access for Interlibrary Loan (ILL) and document delivery from other participating institutions, both public and private. Our on-line searching capabilities support research assistance for College faculty, staff and students. In addition, as a member of the Massachusetts State College System, RCC students, faculty and staff with a validated RCC I.D. may use the resources of other Massachusetts State College and University Libraries through the Walk-In Interlibrary Loan (WILL) program.

Our Library strives to promote student learning and faculty instruction in a friendly and supportive atmosphere at RCC's Columbus Avenue campus on the first and second floor of the

Academic Building and the second floor at RCC's Boston Business School campus. Hours of operation are posted in the Library at Roxbury Community College and Boston Business School.

The Library staff is concerned about meeting the needs of our student patrons and we demonstrate our commitment to quality services and instruction to students through our "Student Feedback Notebook." This is your opportunity to praise our services or make suggestions as to what you think might improve our Library services.

THE LEARNING CENTER

The major component of the Learning Center's mission is the academic success of students. Through the integration of theory and practice, and the use of knowledge derived from research, The Learning Center staff develops effective learning assistance programs and employs learning and teaching strategies to help RCC students realize their full academic potential.

Many of our students are first time college students, individuals who have been out of school for some time, and/or students who have had limited success with traditional education programs. The Learning Center seeks to improve student academic success by making a direct link between learning styles, student interest and teaching methodologies. In addition, the Learning Center philosophy enables students to invest more of their time in the learning process by offering individualized and self-paced instructional modules that supplement and enhance classroom learning.

Our Learning Center offers prescription learning based upon student assessment/placement results, student academic history and/or faculty recommendation. Building a quality collection of multi-media and computer based resources for independent learning (both commercially produced and designed in-house by faculty), the Learning Center develops dependable supplements to regular course offerings and developmental materials for regular college curricula that will improve student readiness for classroom instruction.

The most popular programs within the Learning Center are the Tutorial Assistance Program (TAP) and the computer literacy/skill development lab. The TAP offers small-group, individual and clinic-based tutoring to students in order to increase their understanding of course materials and improve their course grades. The Learning Center computer lab is an open-access lab specializing in standard office software and skill development software in reading, writing and mathematics.

In keeping with RCC's standards of excellence for college-level work, the Learning Center provides academic support services for students who are on academic warning, probation or suspension.

**ACADEMIC SUPPORT
SERVICES FOR STUDENTS
WITH DISABILITIES**

Roxbury Community College is committed to the full and total inclusion of all individuals. College policies and procedures ensure that persons with disabilities will not, solely on the basis of their disabilities, be denied full and equal access to and enjoyment of academic and co-curricular programs or activities or otherwise be subjected to discrimination under programs or activities offered by the College.

The Learning Center is the department designated by the College to provide academic assistance to students with documented disabilities. Working in cooperation with the larger college community, the Learning Center helps students and prospective students determine and implement academic accommodations, provides access to auxiliary aids maintained by the College, develops individualized learning plans for students and refer students to RCC's Counseling Department for assistance in areas relating to student life. For more information regarding academic support with disabilities contact the Learning Center Manager in room 207 of the Academic Building.

**INFORMATION
TECHNOLOGIES DEPARTMENT**

The Information Technologies Department located on the third floor of the Academic Building provides instructional and administrative data processing and management support to the entire college. We are particularly proud of our new 11 academic labs offering teaching and learning opportunities for faculty, staff and students at RCC's main Columbus Avenue Campus and our new labs at the BBS campus site.

Hands-on learning is an essential component of academic success at Roxbury Community College. Through a variety of academic and computer labs, RCC students become active learners, engaging in practice, simulation and demonstration that enhances learning in biology, chemistry, physics, anatomy and physiology, nutrition, nursing, computers, CAD, office practices/procedures, math, English and English-as-a-second-language. Our academic and computer labs complement classroom instruction, facilitate independent study and help prepare students for advanced education and career opportunities.

Technologies plays an important role in learning at RCC. RCC labs feature state-of-the-art equipment and materials that enhance learning and encourage critical and analytical thinking. Our computer labs are equipped to meet the demands of today's most widely used software applications. Labs feature PC and Macintosh systems and laser printers. CD-ROM access multimedia, plotters/scanners and Internet access are available in specialized program-specific labs such as CAD, Language Lab, nursing and the Library. A combination of teaching/learning and open-access lab environments insures that RCC students have ample opportunity to learn new technology skills and practice what they have learned.

To be effective and efficient computer lab users, all RCC students must attend a computer lab orientation that introduces students to lab policies, procedures, standards and a general

overview of our systems' operating environment. In addition, we encourage students to participate in conveniently scheduled workshops that introduce office software packages, the college's standard software program for word processing, spreadsheet, database and presentation applications. Students are encouraged to attend a variety of training workshops to familiarize them with basic software concepts. Many students begin by taking a workshop and discover a new interest in computers that leads to coursework and/or a program of study in the computer field. Specialized software programs are available in selected computer labs in support of courses as well as for independent skill development, practice and review.



President Brown and RCC students visit a Star Market store to learn about the RCC - Star Market Management Training Internship program. The program is now in its second semester.

ASSOCIATE OF ARTS DEGREE PROGRAMS

Associate of Arts (A.A.) degree programs parallel the first two years of study in most public and private four year colleges and universities. These programs are designed for students who plan to transfer into a four year college or university after graduation from RCC.

Associate of Arts degree programs consist of a group of required courses and electives under subject areas of concentration. By taking a combination of required and elective courses, students develop a broad base of knowledge that prepares them for continued study.

While many degree programs require sixty (60) credit hours of college level work, certain programs have additional course requirements for up to sixty-nine (69) credit hours; students must complete at least thirty (30) earned credits at Roxbury Community College.

All Students seeking an Associate of Arts must maintain a cumulative GPA of 2.0 or higher and successfully complete all core requirements as listed.

BASIC SKILL CORE REQUIREMENTS

ENG 20-101	English Composition I	3
ENG 20-102	English Composition II	3
MAT 10-102	College Algebra or	
MAT 10-120	Introductory Statistics	3

NOTE: In order to enroll in ENG 20-101 a student must place at a level in English that indicates readiness for college level course work

In addition to ENG 20-101 and MAT 10-120 requirement, many courses in the Associate of Arts degree programs have specific prerequisites that must be fulfilled before students may enroll in these courses. For specific prerequisite listings refer to the course description section of this catalog.

HUMANITIES/LITERATURE CORE REQUIREMENTS:

9 CREDITS WITH A MINIMUM OF 3 CREDITS IN LITERATURE.

To satisfy the Humanities degree requirement, Associate of Arts students are required to take two courses from two of the three groups below and a literature course.

Group I: History Appreciation

Group II: Performance

Group III: Philosophy

NOTE: For a complete listing of courses within each group, see chart on page 57, then meet with your advisor.

SOCIAL SCIENCE CORE REQUIREMENTS: 9 CREDIT HOURS WITH 3 CREDITS FROM EACH GROUP.

Group I: Anthropology, Psychology, Sociology

Group II: Government, Economics, Community & Labor Organizing, Political Science

Group III: History

NOTE: A Caribbean Topics course may fulfill one of the requirements of any from the three groups listed above. For a complete listing of courses within each group, see chart on page 58, then meet with your advisor.

NATURAL SCIENCE CORE REQUIREMENTS: 8 CREDIT HOURS, TWO LAB SCIENCES.

The specific requirements of the Associate of Arts degree programs are listed alphabetically in this section.

HUMANITIES

GROUP I HISTORY/APPRECIATION

HUM	60 107	Introduction to Visual Arts	3
HUM	60 108	Art History I	3
HUM	60 109	Art History II	3
HUM	60 142	African Art	3
HUM	60 146	Latin American Art	3
HUM	30 100	Introduction to Music	3
HUM	30 100	Introduction to Music	3
HUM	30 106	Black Musical Styles	3
HUM	30 108	World Music	3
HUM	40 101	Elements of Performing Arts	3
HUM	40 201	Theater History	3
HUM	40 106	Black Theatrical Styles	3
HUM	40 230	Directed Study in Theater	3
ENG	20 220	World Literature I	3
ENG	20 221	World Literature II	3
ENG	20 225	African American Literature	3
ENG	20 226	Writers in America: 1600-1865	3
ENG	20 232	Children's Literature	3
ENG	20 203	Latin-America Literature	3
LAN	20 204	Caribbean Literature	3
LAN	20 204	French-African Literature	3

GROUP II PERFORMANCE

HUM	40 102, 103	Acting I and II	
HUM	60 118, 119	Photography I and II	3
HUM	60 126, 127	Drawing I and II	3
HUM	60 128, 129	Sculpture I and II	3
HUM	60 130, 131	Painting I and II	3
HUM	60 145	Ceramics	3
HUM	60 226	Advanced Drawing	3
HUM	70 101, 102	Modern Dance I and II	3
HUM	30 101, 102	Choral Music I and II	3
HUM	30 105, 107	Piano Keyboard I and II	3
HUM	40 242, 243	Backstage I and II	3
HUM	40 231	Theater Arts Internship	3

GROUP III PHILOSOPHY

HUM	50 144	Elements of Arts and Design	3
HUM	30 103, 104	Music Theory I and II	3
HUM	40 103	Acting for Stage and Television	3
HUM	50 101	Logic for Every Day Use	3
HUM	50 102	Human Conduct and Values	3
HUM	50 103	Introduction to Humanities	3
HUM	50 104	Images of Black Americans in Western Culture	3

LITERATURE ELECTIVES

ENG	20 220	World Literature I	3
ENG	20 221	World Literature II	3
ENG	20 225	African American Literature	3
ENG	20 226	Writers in America	3
ENG	20 232	Children's Literature	3
LAN	20 203	Latin-American Literature	3
ENG	20 226	Literature in America I	3
ENG	20 227	Literature in America II	3

SOCIAL SCIENCES

3 SOCIAL SCIENCE COURSES, 1 FROM GROUPS I, II, III

GROUP I

SSI	35 121	Personal Growth	3
SSI	35 122	General Psychology	3
SSI	35 200	Psychology and Women	3
SSI	35 205	Human Relations	3
SSI	35 209	Human Growth & Development	3
ECE	10 101	Child Growth	3
SSI	45 123	Sociology	3
SSI	45 204	Adult Development & Aging	3
SSI	55 124	Introduction to Cultural Anthropology	3

GROUP II

SSI	15 101	Microeconomics	3
SSI	15 102	Macroeconomics	3
SSI	15 103	Urban Economics	3
SSI	15 207	Money and Banking	3
SSI	25 110	Community Organizing	3
SSI	25 111	Labor Unions & Organizing	3
SSI	25 118	Principles of Political Science	3
SSI	25 119	Introduction to US Government & Politics	3
SSI	25 210	Introduction to Internal Relations	3

GROUP III

SSI	20 101	World History I	3
SSI	20 102	World History II	3
SSI	20 103	US History I	3
SSI	20 104	US History II	3
SSI	20 110	History Boston Working People	3
SSI	20 111	Black Studies I	3
SSI	20 112	Caribbean History	3
SSI	20 113	Historia del Caribe I	3
SSI	20 114	Black Studies II	3
		Historia de Hispanoamerica I	3
		Latin American History I	3
SSI	20 115	Latin American History II	3
		Historia de Hispanoamerica II	3
SSI	20 117	Comparative Slavery	3
SSI	20 209	Modern African History	3

APPLICABLE TO ALL GROUPS

SSI	80 100	Caribbean Topics	3
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LIBERAL ARTS/GENERAL EDUCATION

The Liberal Arts program offers students an organized approach to general education with exposure to a wide variety of subject areas. Students may elect to concentrate their studies in humanities, mathematics, physical education, social sciences or natural sciences. Many employers in professions, such as education, law, medicine, economics, and journalism, prefer that individuals have the educational background provided by a liberal arts degree. In order to facilitate transfer to a baccalaureate program in Massachusetts public institutions, RCC's Liberal Arts program has been designed to fulfill the requirements of the Commonwealth Transfer Compact.

NOTE: Students who intend to transfer to a four-year college or university should consider the requirements of that institution before selecting their courses.

For more information, contact the Division Chair in the Academic Building, room 353.

Course	Requirement	Credits
FIRST SEMESTER		
ENG 20-101	English Composition I	3
SSI	Social Science Elective (Group I)	3
HUM	Humanities Elective	3
SCI	Laboratory Science Elective	4
ACS 00-100	College Survival Seminar	1
		14
SECOND SEMESTER		
ENG 20-102	English Composition II	3
MAT 10-102	College Algebra*	3
SSI	Social Science Elective (Group II)	3
HUM/ENG/LAN	Humanities Elective	3
SCI	Laboratory Science Elective	4
		16
THIRD SEMESTER		
SSI 20-102	World History (Group III)	3
ENG	Literature Elective	4
	Electives**	9
		16
FOURTH SEMESTER		
	Electives**	15
		15
Total		61

*MAT 10-120, Introductory Statistics, may be substituted for MAT 10-102, College Algebra. Recommended for transfer students undecided about a concentration.

SSI Group I: Anthropology, Psychology, Sociology;

SSI Group II: Government, Political Science, Economics, Community & Labor Organizations;

SSI Group III: History

LIBERAL ARTS CONCENTRATION IN ARTS AND HUMANITIES

The Liberal Arts Concentration in Arts and Humanities prepares students for transfer to a four year College or University to pursue a variety of majors in the visual and performing arts medium (Theatre, Music, Visual Arts and Dance). The background provided by the study of these areas is also helpful for students considering undergraduate and/or graduate level education in the areas of Arts education and Administration.

For more information about this program, contact the Humanities Department in the Media Arts Building, room 322.

Course	Requirement	Credits
FIRST SEMESTER		
ENG 20-101	English Composition I	3
SSI	Social Science Elective (Group I)	3
MAT 10-102	College Algebra	3
HUM	Humanities (Group I)	3
HUM/ENG/LAN	Humanities Elective	3
ACS 00-100	College Survival Seminar	1
		16
SECOND SEMESTER		
ENG 20-102	English Composition II	3
SSI	Social Science Elective (Group II)	3
HUM/ENG/LAN	Humanities Elective**	3
ENG	Literature	3
HUM 60-144	Elements of Art & Design	3
		15
THIRD SEMESTER		
	General Elective****	3
HUM	Humanities (Group III)	3
HUM/ENG/LAN	Humanities Elective**	3
SCI	Laboratory Science Elective	4
SSI	Social Science Elective (Group III)	3
		16
FOURTH SEMESTER		
	General Elective****	3
HUM	Humanities Elective***	3
HUM	Humanities Internship	3
SCI	Laboratory Science Elective	4
HUM	Directed Study: Humanities	3
		16
Total		63

Students are strongly urged to take one year of a Foreign Language****;
 Humanities Concentration: 6 courses beyond AA requirements; Humanities *Group I: History and Appreciation; **Group II: performance; ***Group III: Theory and Philosophy

LIBERAL ARTS: CONCENTRATION IN ARTS & HUMANITIES/ MUSICAL ARTS

The Liberal Arts Concentration in Musical Arts prepares students for transfer to a four year College or University to pursue a variety of majors in music education (performance, arranging/composing, history/criticism, and management). The background provided by the study of these areas is also helpful for students considering undergraduate and/or graduate level training.

A Bachelor's degree is essential to obtain entry level positions in teaching, arranging and composing. However, an Associate's degree is the minimal requirement for individuals pursuing a career in performing, criticism and management. Patience, understanding and the ability to effectively communicate orally and in writing are also necessary. A multitude of opportunities exist for those with a Bachelor's degree in the Humanities such as careers in teaching, marketing, publishing, arts management, research and development.

For more information about this program, contact the Humanities Department in the Media Arts Building, room 322.

Course	Requirement	Credits
FIRST SEMESTER		
ENG 20-101	English Composition I	3
SSI	Social Science Elective (Group I)	3
MAT 10-102	College Algebra	3
HUM	Humanities Elective*	3
HUM 40-101	Elements of the Performing Arts	3
ACS 00-100	College Survival Seminar	1
		16
SECOND SEMESTER		
ENG 20-102	English Composition II	3
SSI	Social Science Elective (Group II)	3
HUM	Humanities Elective**	3
ENG	Literature	3
HUM	Humanities Elective***	3
		15
THIRD SEMESTER		
	General Elective****	3
HUM 30-103	Music Theory I	3
HUM 30-101	Choral Music	3
SCI	Laboratory Science Elective	4
SSI	Social Science Elective (Group III)	3
		16
FOURTH SEMESTER		
	General Elective****	3
HUM 30-104	Music Theory II	3
HUM 30-102	Choral Music II	3
SCI	Laboratory Science Elective	4
HUM	Directed Study: Music	3
		16
Total		63

Students are strongly urged to take one year of a Foreign Language****;

Humanities Concentration: 6 courses beyond AA requirements; Humanities *Group I: History and Appreciation; **Group II: performance; ***Group III: Theory and Philosophy

LIBERAL ARTS: CONCENTRATION IN ARTS & HUMANITIES/ THEATER ARTS

The Liberal Arts Concentration in Theater Arts prepares students for transfer to a four year College or University to pursue a variety of majors in theater arts education (performance, technical theater, theater management, theater history and criticism). The background provided by the study of these areas is also helpful for students considering undergraduate and/or graduate level education in the areas of theater arts education and administration.

A Bachelor's degree is essential to obtain entry level positions in teaching. However, an Associate's degree is the minimal requirement for individuals pursuing a career in performing, technical theater and theater arts management. Patience, understanding and the ability to effectively communicate orally and in writing are also necessary. A multitude of opportunities exist for those with a Bachelor's degree in the Theater Arts such as careers in teaching, performing, advertising, writing/publishing, theater/business management, research and development.

For more information about this program, contact the Humanities Department in the Media Arts Building, room 322.

Course	Requirement	Credits
FIRST SEMESTER		
ENG 20-101	English Composition I	3
SSI	Social Science Elective (Group I)	3
MAT 10-102	College Algebra	3
HUM	Humanities Elective*	3
HUM 40-101	Elements of the Performing Arts	3
ACS 00-100	College Survival Seminar	1
		16
SECOND SEMESTER		
ENG 20-102	English Composition II	3
SSI	Social Science Elective (Group II)	3
HUM	Humanities Elective**	3
ENG	Literature Elective	3
HUM 40-102	Introduction to Acting	3
		15
THIRD SEMESTER		
	General Elective****	3
HUM	Humanities Elective***	3
HUM 40-242	Backstage I	3
SCI	Laboratory Science Elective	4
SSI	Social Science Elective (Group III)	3
		16
FOURTH SEMESTER		
	General Elective****	3
HUM 40-243	Backstage II	3
HUM 40-231	Humanities Internship	3
SCI	Laboratory Science Elective	4
HUM	Directed Study: Theater	3
		16
Total		63

Students are strongly urged to take one year of a Foreign language****;

Humanities Concentration: 6 courses beyond AA requirements Humanities;

*Group I: History & Appreciation; **Group II: Performance; ***Group III: Theory and Philosophy

LIBERAL ARTS: CONCENTRATION IN ARTS & HUMANITIES/ VISUAL ARTS SEQUENCE

The Liberal Arts Concentration in Visual Arts prepares students for transfer to a four year College or University to pursue a variety of majors in the Visual Arts (painting, sculpture, graphic design, textile design, visual technology i.e. photography).

The background provided by the study of these areas is also helpful for students considering undergraduate and/or graduate level education in the areas of arts education and administration.

A Bachelor's degree is essential to obtain entry level positions in teaching. However, an Associate's degree is the minimal requirement for individuals pursuing a career in fine arts, graphic arts, commercial art, art advertisement/marketing, and arts management. Patience, understanding and the ability to effectively communicate orally and in writing are also necessary. A multitude of opportunities exist for those with a Bachelor's degree in the Humanities such as careers in teaching, advertising agencies, publishing firms, arts-business management, research and development.

For more information about this program, contact the Humanities Department in the Media Arts Building, room 322.

Course	Requirement	Credits
FIRST SEMESTER		
ENG 20-101	English Composition I	3
SSI	Social Science Elective (Group I)	3
MAT 10-102	College Algebra	3
HUM	Humanities (Group I)*	3
HUM 60-107	Introduction to Art	3
ACS 00-100	College Survival Seminar	1
		16
SECOND SEMESTER		
ENG 20-102	English Composition II	3
SSI	Social Science Elective (Group II)	3
HUM	Humanities Elective**	3
ENG	Literature Elective	3
HUM 60-144	Elements of Art & Design	3
		15
THIRD SEMESTER		
	General Elective****	3
HUM	Humanities Elective***	3
HUM	Humanities (Visual Arts)	3
SCI	Laboratory Science Elective	4
SSI	Social Science Elective (Group III)	3
		16
FOURTH SEMESTER		
	General Elective****	3
HUM	Humanities (Group II) Visual Arts	3
HUM	Visual Arts Internship	3
SCI	Laboratory Science Elective	4
HUM	Directed Study: Visual Arts	3
		16
Total		63

Students are strongly urged to take one year of a Foreign language****

Humanities Concentration: 6 courses beyond AA requirements; Humanities *Group I: History & Appreciation; **Group II: Performance; ***Group III: Theory and Philosophy

BUSINESS ADMINISTRATION

This program is designed for students interested in transferring to a four year college to pursue a major in accounting, banking, computer information systems, insurance, management, retailing, or other related business fields. A combination of specialized business courses and a broad based liberal arts curriculum provides a strong foundation in oral and written communication, mathematics, and accounting.

Career opportunities in this field are available in both the public and private sector, and may include banking, accounting firms, government agencies, industrial manufacturers, schools, the insurance industry and advertising. A Bachelor's degree is essential for entry level positions in teaching and certain administrative, research, industrial, and advertising positions.

NOTE: Students who intend to transfer to a four-year college or university should consider the requirements of that institution before selecting their courses.

For more information contact the Management Science Department, room 455, Academic Building.

Course	Requirement	Credits
FIRST SEMESTER		
ENG 20-101	English Composition I	3
BUS 10-101	Principles of Accounting I	3
MAT 10-102	College Algebra	3
SSI 35-122	General Psychology (Group I)	3
HUM/ENG/LAN	Humanities Elective	3
ACS 00-100	College Survival Seminar	1
		16
SECOND SEMESTER		
ENG 20-102	English Composition II	3
BUS 10-102	Principles of Accounting II	3
BUS 30-121	Business Law I	3
CIS 10-141	Microcomputer Applications	3
BUS	Business Elective	3
		15
THIRD SEMESTER		
BUS 20-131	Management I	3
SSI 15-101	Economics I: Micro (Group II)	3
SSI	Social Science Elective (Group III)	3
SCI	Laboratory Science Elective	4
HUM/ENG/LAN	Humanities Elective	3
		16
FOURTH SEMESTER		
BUS 40-141	Introduction to Marketing	3
BUS 10-206	Introduction to Finance	3
SSI 15-102	Economics II: Macro	3
SCI	Laboratory Science Elective	4
ENG	Literature Elective	3
		16
Total		63

LIBERAL ARTS CONCENTRATION IN BIOLOGICAL SCIENCES

Students choosing a Liberal Arts Concentration in Biological Sciences receive a strong foundation in biology, chemistry, and mathematics. This strong foundation helps qualified students transfer to a four year institution at the junior class level with a concentration in biology and/or a variety of health-related programs including pre-medical, pre-veterinary, pre-dental, pharmacy and nutrition, etc.

Students who seek employment after completing this program may qualify for entry level positions such as a laboratory technician in a college or university environment, research laboratory or pharmaceutical company.

NOTE: When selecting humanities electives, many four year colleges require two semesters of foreign language study. For more information about this program contact the Science Department, room 401, Academic Building.

Course	Requirement	Credits
FIRST SEMESTER		
ENG 20-101	English Composition I	3
CIS 10-141	Microcomputer Applications	3
SCI 20-103	Biology I	4
	General Elective	3
SSI	Social Science Elective (Group I)	3
ACS 00-100	College Survival Seminar	1
		17
SECOND SEMESTER		
ENG 20-102	English Composition II	3
MAT 10-102	College Algebra	3
SCI 20-104	Biology II	4
HUM/ENG/LAN	Humanities Elective	3
SSI	Social Science Elective (Group II)	3
		16
THIRD SEMESTER		
SCI 30-123	Principles of Chemistry I	4
SSI	Laboratory Science Elective	4
ENG	Literature Elective	3
SSI	Social Science Elective (Group III)	3
		14
FOURTH SEMESTER		
SCI 30-124	Principles of Chemistry II	4
SCI	Laboratory Science Elective	4
HUM/ENG/LAN	Humanities Elective	3
	General Elective	3
		14
Total		61

Recommended General electives: MAT 10-120 (Statistics) & SCI 20-105 (Nutrition);

Lab Science Electives: SCI 20-111, SCI 20-201, SCI 20-202, SCI 20-204, SCI 40-141, SCI 40-142, SCI 40-143, SCI 40-144

LIBERAL ARTS CONCENTRATION IN ENGLISH

A Liberal Arts concentration in English prepares students for transfer to a four year college or university to pursue a variety of majors including literature, linguistics, rhetoric, creative writing, journalism, and media/communications. The background provided by this concentration is also relevant for students who are considering graduate level education in the field of education or law.

A Bachelor's degree is essential to obtain entry level positions in teaching, technical and specialized writing, and in media reporting fields. Multiple opportunities exist for individuals with Bachelor's degrees in English such as careers in schools, colleges, newspapers, advertising agencies, publishing firms, libraries, radio and television stations, public relations firms, legal agencies, business, and research and development.

For more information contact the English Department, room 301, Academic Building.

Course	Requirement	Credits
FIRST SEMESTER		
ENG 20-101	English Composition I	3
LAN	Foreign Language (I)	3
ENG 20-110	Introduction to Speech	3
HUM/ENG/LAN	Humanities Elective	3
SSI 20-101	World History I	3
ACS 00-100	College Survival Seminar	1
		16
SECOND SEMESTER		
ENG 20-102	English Composition II	3
MAT 10-102	College Algebra*	3
SSI 20-102	World History II	3
ENG	Literature Elective	3
LAN	Foreign Language (II)**	3
		15
THIRD SEMESTER		
ENG	English Elective**	3
ENG	English Elective**	3
SCI	Laboratory Science Elective	4
ENG	Literature Elective****	3
SSI	Social Science Electives	3
		16
FOURTH SEMESTER		
ENG	English Elective**	3
ENG	English Elective**	3
SCI	Laboratory Science Elective	4
HUM/ENG/LAN	Humanities Elective	3
SCI	Social Science Electives**	3
		16
Total		63

*MAT 10-120, Introductory Statistics may be substituted for MAT 10-102, College Algebra.

English Electives Include ENG 20-220, ENG 20-221, ENG 20-225, ENG 20-227, ENG 20-232, ENG 20-251, ENG 20-252, ENG 20-260, ENG 20-261, LAN 40-101, LAN 40-102, and ENG 90-298. *The Second Language Course must follow the first Foreign Language Course sequentially. **** The Literature Sequence includes: ENG 20-220, ENG 20-221, And ENG 20-226, ENG 20-227.

LIBERAL ARTS CONCENTRATION IN ENVIRONMENTAL MANAGEMENT AND POLLUTION PREVENTION

This program is designed for students who are environmentally conscious. The curriculum accommodates those students desiring to enter the environmental management field as well as those seeking to engage in the science-oriented challenges facing our society. You may earn the Associates degree and seek employment immediately or transfer to a four-year college or university to pursue the baccalaureate degree. In either case, you will be prepared to deal with the environmental challenges threatening our planet.

For more information, contact the Science Department, Room 401, Academic Building.

Course	Requirement	Credits
FIRST SEMESTER		
ENG 20-101	English Composition I	3
CIS 10-141	Microcomputer Applications	3
SCI 20-103	Biology I	4
SCI 30-123	Principles of Chemistry I	4
SCI 60-101	Introduction to Environmental Studies	2
ACS 00-100	College Survival Seminar	1
		17
SECOND SEMESTER		
ENG 20-102	English Composition II	3
SCI 60-211	Environmental Management	3
SCI 20-104	Biology II	4
SCI 30-124	Principles of Chemistry II	4
MAT 10-120	Introductory Statistics	3
		17
THIRD SEMESTER		
SCI 60-201	Environmental Ecology	4
MAT 10-102	College Algebra	4
SSI 45-123	Introduction to Sociology	3
ENG	Literature Elective	3
HUM 50-102	Human Conduct & Values	3
		16
FOURTH SEMESTER		
SCI**	Environmental Track I or II course	4 (3)
SCI 50-201	Environmental Track I or II Internship	4
SSI 15-101	Economics I: Micro	3
HUM/ENG/LAN	Humanities Elective	3
SSI	Social Science Electives (Group III)	3
		17(16)
Total		67

(66)**Track I course: Environmental Chemistry, SCI 60-221, 4 credits;

**Track II course: Environmental Policy and Law, SCI 60-231, 3 credits

LIBERAL ARTS CONCENTRATION IN MATHEMATICS

A Liberal Arts concentration in Mathematics provides students with the equivalent of the first two years of a mathematics program of study in a four year college or university. In addition, courses in the Mathematics Department offer a strong foundation in mathematics that is advantageous to students interested in many other fields of study, and particularly helpful for those individuals with little or no previous exposure or success in mathematics.

Students who complete the mathematics concentration generally transfer to a college or university program in mathematics or education or a related area such as computer science, engineering, or physical science.

For more information contact the Mathematics Department, room 501, Academic Building.

Course	Requirement	Credits
FIRST SEMESTER		
ENG 20-101	English Composition I	3
MAT 10-102	College Algebra	3
SSI	Social Science Elective (Group II)	3
	General Elective	3
HUM 50-101	Logic for Everyday Use	3
ACS 00-100	College Survival Seminar	1
		16
SECOND SEMESTER		
ENG 20-102	English Composition II	3
MAT 20-201	Calculus I (With Applications)	4
MAT 10-118	Logarithms and Trigonometry	3
SSI 35-122	General Psychology (Group I)	3
HUM/ENG/LAN	Humanities Elective	3
		16
THIRD SEMESTER		
MAT 10-120	Introductory Statistics	3
MAT 20-203	Calculus II (With Applications)	4
SCI	Laboratory Science Elective	4
ENG	Literature Elective	3
SSI	Social Science Elective (Group III)	3
		17
FOURTH SEMESTER		
MAT 20-205	Calculus III	4
SCI	Laboratory Science Elective	4
HUM/ENG/LAN	Humanities Elective	3
	General Elective	3
		14
Total		63

Recommended Lab Science Electives: SCI 40-141, Physics I, SCI 40-141, Physics II, SCI 40-143, Principles of Physics I, SCI 40-144, Principles of Physics II

LIBERAL ARTS CONCENTRATION IN PHYSICAL SCIENCE

Students choosing the Liberal Arts concentration in Physical Science receive a strong foundation in chemistry, physics, and mathematics qualifying them to enter the junior year of a science/math program of study at a four year college or university. Students who complete the physical science concentration usually transfer to a college or university program in physics, chemistry, mathematics, or a related major such as computer science or engineering.

For more information contact the Science Department, room 401, Academic Building.

Course	Requirement	Credits
FIRST SEMESTER		
ENG 20-101	English Composition I	3
CIS 10-141	Microcomputer Applications	3
SCI 30-123	Principles of Chemistry	4
MAT 10-102	College Algebra	3
ACS 00-100	College Survival Seminar	1
		14
SECOND SEMESTER		
ENG 20-102	English Composition II	3
MAT 20-201	Calculus I (With Applications)	4
SCI 30-124	Principles of Chemistry II	4
SSI	Social Science (Group III)	3
HUM/ENG/LAN	Humanities Elective	3
		17
THIRD SEMESTER		
SCI 40-143	Principles of Physics I	4
MAT 20-203	Calculus II (With Applications)	4
HUM/ENG/LAN	Humanities Elective	3
	General Elective	3
SSI	Social Science Elective (Group I)	3
		17
FOURTH SEMESTER		
SCI 40-144	Principles of Physics II	4
ENG	Literature Elective	3
SSI	Social Science Elective (Group II)	3
	General Elective	3
	General Elective	3
		16
Total		64

Many 4-year colleges require two semesters of a foreign language.
Recommended General Elective: MAT 10-120

LIBERAL ARTS CONCENTRATION IN PRE-ENGINEERING

This program is designed for students who are talented in the physical sciences. Students receive a strong background in mathematics, chemistry, and physics. Students can gain employment as technicians at high technology firms or transfer to a four-year college or university to complete a baccalaureate degree. This program is excellent for students who want to be engineers. Our focus is on mathematical problem solving which prepares you for a competitive career in industry.

For more information, contact the Science or Mathematics Departments in Room 401 and 501, respectively, in the Academic Building.

Course	Requirement	Credits
FIRST SEMESTER		
ENG 20-101	English Composition I	3
MAT 10-102	College Algebra	3
SCI 30-123	Principles of Chemistry I	4
TEC 10-120	Introduction to Computer Assisted Drafting	4
ACS 00-100	College Survival Seminar	1
		15
SECOND SEMESTER		
ENG 20-102	English Composition II	3
MAT 10-118	Logarithms & Trigonometry	3
SCI 30-124	Principles of Chemistry II	4
TEC	Technology Elective	4
HUM	Humanities Elective	3
		17
THIRD SEMESTER		
MAT 20-201	Calculus I (With Applications)	4
SCI 30-130	Introduction to Materials Science	4
CIS 10-141	Microcomputer Applications	4
SSI	Social Science Elective (Group III)	3
HUM	Humanities Elective	3
		17
FOURTH SEMESTER		
MAT 20-202	Calculus II (With Applications)	4
SCI 40-143	Principles of Physics I	4
CIS	Computer Programming Elective	3
SSI	Social Science Elective (Group I)	3
		14
FIFTH SEMESTER		
MAT 20-205	Calculus III	4
SCI 40-144	Principle of Physics II	4
ENG	Literature Elective	3
SSI	Social Science Elective (Group II)	3
		14
Total		77

LIBERAL ARTS CONCENTRATION IN PRE-NURSING

The Liberal Arts Pre-Nursing concentration integrates a strong core of science courses with a broad based liberal arts curriculum to prepare academically qualified students at RCC for transfer to a Bachelor of Science degree program in Nursing. Because the transfer requirements for the B.S. program vary from one school to another, it is recommended that students identify a transfer institution early in their pre-nursing program and work closely with their academic advisor and transfer counselor in order to select appropriate general and humanities electives. To qualify for this liberal arts concentration, students must maintain an overall grade point average of at least 2.75.

A Nursing transfer articulation has been established with University of Massachusetts/ Boston School of Nursing. For more information about this program contact the Science Department, room 401, Academic Building or the Counseling and Placement Office, room 311, Student Center.

Course	Requirement	Credits
FIRST SEMESTER		
ENG 20-101	English Composition I	3
MAT 10-120	Introductory Statistics	3
SCI 20-103	Biology I	4
SSI 35-122	General Psychology (Group I)	3
	General Elective	3
ACS 00-100	College Survival	1
		17
SECOND SEMESTER		
ENG 20-102	English Composition II	3
SCI 20-104	Biology II	4
SCI 30-121	General Chemistry I	4
SSI 45-123	Introduction to Sociology	3
HUM/ENG/LAN	Humanities Elective	3
		17
THIRD SEMESTER		
ECE 10-101	Child Growth and Development	3
SCI 20-201	Anatomy & Physiology I	4
SCI 30-121	General Chemistry II	4
SSI	Social Science Elective (Group II)	3
ENG	Literature Elective	3
		17
FOURTH SEMESTER		
SCI 20-202	Anatomy and Physiology II	4
SCI 20-204	Microbiology	4
HUM/ENG/LAN	Humanities Elective	3
SSI	Social Science Elective (Group III)	3
		14
Total		65

Recommended Lab Science Electives: SCI 20-106, SSI 35-206, & CIS 10-141;

Transfer Articulation: University of Massachusetts, Boston

LIBERAL ARTS CONCENTRATION IN SOCIAL SCIENCE

A concentration in any of the social sciences provides excellent preparation for students who aspire to careers in law, mental health, education, or for employment in social science organizations, government service, and community organizations. The curriculum has been designed with very few required courses and many electives in order to allow students maximum flexibility for exploration. Students continuing their education at a four year college or university will be expected to major in a particular subject area.

A Bachelor's degree is essential for most entry level positions. Students interested in pursuing a career in the social sciences or education should possess a genuine concern for others and a desire to help people improve the quality of their lives. The ability to communicate well both orally and in writing is an essential skill for anyone considering a career in these areas.

For more information contact the Social Science Department, room 353, Academic Building.

Course	Requirement	Credits
FIRST SEMESTER		
ENG 20-101	English Composition I	3
SSI 20-101	World History I	3
SSI	Social Science Elective (Group I)	3
HUM/ENG/LAN	Humanities Elective	3
ENG	Literature Elective	3
ACS 00-100	College Survival Seminar	1
		16
SECOND SEMESTER		
ENG 20-102	English Composition II	3
MAT 10-102	College Algebra*	3
SSI	Social Science Elective (Group II)	3
HUM/ENG/LAN	Humanities Elective	3
SCI	Laboratory Science Elective	4
		16
THIRD SEMESTER		
SSI 20-102	World History II	3
SCI	Laboratory Science Elective	4
SSI	Social Science Electives (Group III)	9
		16
FOURTH SEMESTER		
	General Electives**	9
SSI	Social Science Electives**	6
		15
Total		63

NOTE: Students should consult the catalog of four year colleges to which they intend to transfer as a guide in choosing electives. Many four year colleges require two semesters of a foreign language and some have specific history requirements.

*MAT 10-120, Introductory Statistics may be substituted for MAT 10-102, College Algebra.
SSI Group I: Anthropology, Psychology, Sociology SSI Group II: Government, Political Science,
Economics, Community & Labor Organizations SSI Group III: History ** Check Transfer
Requirements

ASSOCIATE OF SCIENCE DEGREE PROGRAMS

The Associate of Science (A.S.) degree programs enable students to begin a career after graduation in a technical service or para-professional occupation. These programs are designed to provide job mobility and career advancement through a combination of intellectual development and skill training. The required courses in the Associate in Science degree programs provide broad general education and the skills and foundation necessary to function effectively in a specific career area.

Working closely with advisory committees composed of leading experts in the field, the College plans and evaluates A.S. programs on a regular basis to insure that courses are relevant and provide the basis for career placement and advancement opportunities. Please see the list of program advisory committee members within this catalog.

Although the Associate of Science degree programs are not specifically designed to transfer to a four year institution, they may fulfill some transfer requirements.

Certain A.S. programs and concentrations may have additional requirements up to a maximum of 76.5 credit hours.

All Associate in Science degree students must maintain a cumulative GPA of 2.0 or higher; complete a minimum of sixty (60) credit hours, with at least thirty (30) credit hours earned at Roxbury Community College; and successfully complete all core requirements as listed below:

BASIC SKILLS CORE REQUIREMENTS: 10 CREDITS

ACS 00-100	College Survival Seminar	1
ENG 20-101	English Composition I	3
ENG 20-102	English Composition II	3
MAT 10-099	Intermediate Algebra (+) or	
MAT 10-102	College Algebra*	3

NOTE: *College Algebra is the required basic skills course for A.S. degrees in Accounting, Business Administration, Business Management or Computer Information Science. (+) All courses below the 101 level are not transferable for credit.

HUMANITIES CORE REQUIREMENTS: 6 CREDITS

HUM	Humanities Elective	3
HUM	Humanities Elective	3

NOTE: For a full listing of Humanities Electives please see page 57 of this catalog.

SOCIAL SCIENCE CORE REQUIREMENTS: 6 CREDITS

SSI	Group I, II, or III Elective	3
SSI	Group I, II, or III Elective	3

NOTE: For a full listing of Social Science Electives please see page 58 of this catalog.

NATURAL SCIENCE CORE REQUIREMENTS: 4 CREDITS

SCI	Lab Science Elective	4
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NOTE: Many courses in the Associate of Science degree programs have specific prerequisites that must be fulfilled prior to enrolling in the courses listed under each program and concentration. For specific prerequisite listings refer to the course description section of this catalog.

The specific requirements of the Associate in Science degree program are listed alphabetically in this section.

ACCOUNTING

This program is designed for students interested in the fields of general accounting, financial accounting, auditing, cost accounting, or management accounting in both the public and private sector. In all of these areas, records must be kept and financial reports prepared that provide financial data needed to evaluate past performance and future operations. Compliance with Internal Revenue law and other government regulations requires that businesses maintain accounting records accurately and prepare appropriate reports.

Graduates of this program are qualified for entry level positions in areas such as accounts payable or accounts receivable clerk, inventory managers, cost accounting clerks, junior accountants in public accounting firms, and full charge bookkeepers in a motel or restaurant environment. Course work in computers further enhances employment opportunities, however, a Bachelor's degree in accounting is generally required for most professional positions.

For more information contact the Management Science Department, room 455, Academic Building.

Course	Requirement	Credits
FIRST SEMESTER		
ENG 20-101	English Composition I	3
BUS 10-101	Principles of Accounting I	3
MAT 10-102	College Algebra or	
MAT 10-120	Statistics	3
SSI 15-101	Economics I: Micro	3
HUM/ENG/LAN	Humanities Elective	3
ACS 00-100	College Survival Seminar	1
		16
SECOND SEMESTER		
ENG 20-102	English Composition II	3
BUS 10-102	Principles of Accounting II	3
SSI 15-102	Economics II: Macro	3
BUS 30-121	Business Law I	3
BUS 20-101	Introduction to Business	3
		15
THIRD SEMESTER		
BUS 10-201	Intermediate Accounting I	3
BUS 10-103	Income Tax	3
CIS 10-141	Micro Computer Applications	3
HUM/ENG/LAN	Humanities Elective	3
SCI	Laboratory Science Elective	4
		16
FOURTH SEMESTER		
BUS 10-104	Computerized Accounting	3
BUS 10-202	Intermediate Accounting II	3
BUS 10-203	Cost Accounting	3
BUS 10-206	Introduction to Finance	3
BUS	Business Elective	3
		15
Total		62

BUSINESS MANAGEMENT

The A.S. degree in Business Management provides a broad background in the basic principles and applications of marketing, production, finance, personnel management, and accounting. Students acquire skills that can be applied in a wide variety of businesses with positions such as management trainee, assistant manager, administrative assistant, or sales trainee.

Students can enhance their career options by concentrating their course work in retailing, marketing, personnel, or other areas, and by participating in Cooperative Education Opportunities.

For more information contact the Management Science Department, room 455, Academic Building.

Course	Requirement	Credits
FIRST SEMESTER		
ENG 20-101	English Composition I	3
BUS 10-101	Principles of Accounting I	3
MAT 10-102	College Algebra	3
SSI 15-101	Economics I: Micro	3
HUM/ENG/LAN	Humanities Elective	3
ACS 00-100	College Survival Seminar	1
		16
SECOND SEMESTER		
ENG 20-102	English Composition II	3
BUS 10-102	Principles of Accounting II	3
SSI 15-102	Economics II: Macro	3
BUS 30-121	Business Law I	3
BUS 20-101	Introduction to Business	3
		15
THIRD SEMESTER		
BUS 20-131	Management I	3
CIS 10-141	Microcomputer Applications	3
SSI 35-122	General Psychology	3
BUS	Business Elective	3
SCI	Laboratory Science Elective	4
		16
FOURTH SEMESTER		
BUS 10-206	Introduction to Finance	3
BUS 20-132	Management II	3
BUS 40-141	Introduction to Marketing	3
BUS	Business Elective	3
HUM/ENG/LAN	Humanities	3
		15
Total		62

COMPUTER INFORMATION SYSTEMS

The computer has become an essential tool in many types of businesses as a means of managing the collection, retrieval and dissemination of information. As new generations of computer equipment (hardware) are introduced, an ever-increasing marketplace of users is created. This in turn creates greater job opportunities for those individuals capable of operating the equipment and creating new computer programs.

An A.S. degree in Computer Information Systems prepares students for entry level positions as a computer programmer trainee, computer programmer assistant or computer operator. Transfer to a four year college or university program in computer science or management is possible after completion of the A.S. degree.

For more information contact the Computer Information Systems Department, room 455, Academic Building.

Course	Requirement	Credits
FIRST SEMESTER		
ENG 20-101	English Composition I	3
MAT 10-102	College Algebra	3
CIS 10-101	Introduction to Computer Information Systems	3
CIS 10-102	Programming Logic	3
CIS 10-111	Microcomputer Operating Systems	3
ACS 00-100	College Survival Seminar	1
		16
SECOND SEMESTER		
ENG 20-102	English Composition II	3
SSI 15-101	Economics I: Micro	3
BUS 10-101	Principles of Accounting I	3
CIS 10-122	Visual BASIC I	3
CIS 10-141	Microcomputer Applications	3
		15
THIRD SEMESTER		
HUM/ENG/LAN	Humanities Elective	3
SSI	Social Science Elective	3
CIS 10-131	COBOL I	3
CIS 10-211	PASCAL	3
CIS	Computer Information Systems Elective	3
		15
FOURTH SEMESTER		
HUM/ENG/LAN	Humanities Elective	3
CIS 10-202	Programming in "C"	3
CIS 10-221	Systems Analysis & Design	3
SCI	Laboratory Science Elective	4
CIS 10-231	COBOL II	3
		16
Total		62

EARLY CHILDHOOD EDUCATION

The Department of Early Childhood Education at Roxbury Community College is committed to improving the competitiveness of our students majoring in Early Childhood Education. An A.S. degree in Early Childhood Education provides an excellent starting point for those individuals interested in developmentally appropriate Early Childhood Programs and aspirations of advanced studies.

We are well equipped to provide broad general education with the skills to function effectively in this career path. Our faculty are well trained, highly skilled and dedicated to meeting the many needs and challenges facing our students.

All students receiving an Associate in Arts degree in Early Childhood Education are eligible to apply for "Office for Children certification" to become a Teacher, Lead Teacher, Director 1, and/or Director 2.

For more information contact the Early Childhood Education Department, room 353, Academic Building.

Course	Requirement	Credits
FIRST SEMESTER		
ECE 10-101	Child Growth & Development	3
ENG 20-101	English Composition I	3
MAT 10-099	Intermediate Algebra or	
BUS 05-107	Business Mathematics	3
SCI 20-103	Biology I	4
SCI 35-122	General Psychology	3
ACS 00-100	College Survival Seminar	1
		17
SECOND SEMESTER		
ENG 20-102	English Composition II	3
ECE 10-102	Observing & Recording Childhood Behavior	3
ECE 10-202	History, Theory and Practice of Early Childhood Education	3
SCI 20-104	Biology II or	
SCI 10-106	Nutrition	4
ECE	Early Childhood Education Elective	3
		16
THIRD SEMESTER		
ECE 10-204	Child Health Care	3
ECE 10-206	Early Childhood Curriculum I	3
ECE 90-298	Child Care Internship I	3
ECE	Early Childhood Elective	3
HUM/ENG/LAN	Humanities Elective	3
		15
FOURTH SEMESTER		
ECE 10-203	Special Needs in Childhood Education	3
ECE 10-207	Early Childhood Curriculum II	3
ECE 90-299	Child Care Internship II	3
HUM/ENG/LAN	Humanities Elective	3
SSI	Social Science Elective	3
		15

Total 63

Recommended General Electives: ECE 10-103, HUM 60-107, ECE 10-201, ECE 10-104, SSI Group I: Anthropology, Psychology and Sociology; SSI Group II: Government, Political Science, Economics, and Community and Labor Organization SSI Group III: History

EXECUTIVE SECRETARY

In this program students develop superior secretarial skills required for high level executive secretarial positions. The two-year curriculum provides comprehensive training in secretarial and administrative work including shorthand, typing, machine transcription, secretarial procedures, accounting, word processing, and the liberal arts.

Graduates are qualified for positions with industrial and commercial firms, insurance companies and manufacturers. Students who transfer to a four-year college or university increase their job opportunities and advancement potential.

For more information about this program contact the Office Technology Department, room 455, Academic Building.

Course	Requirement	Credits
FIRST SEMESTER		
ENG 20-101	English Composition I	3
MAT 10-099	Intermediate Algebra* or	
BUS 05-107	Business Mathematics	3
OFT 10-101	Keyboarding I	3
OFT 20-121	Speedwriting I	3
HUM/ENG/LAN	Humanities Elective	3
ACS 00-100	College Survival Seminar	1
		16
SECOND SEMESTER		
ENG 20-102	English Composition II	3
OFT 10-102	Keyboarding II	3
OFT 20-122	Speedwriting II	3
SSI	Social Science Elective	3
SCI	Laboratory Science Elective	4
		16
THIRD SEMESTER		
BUS 10-101	Principles of Accounting I	3
OFT 10-201	Keyboarding III	3
OFT 20-221	Dictation & Transcription	3
OFT	Word Processing Elective	3
HUM/ENG/LAN	Humanities Elective	3
		15
FOURTH SEMESTER		
OFT 10-202	Machine Transcription	3
OFT 10-203	Keyboarding IV/ Skill Building	3
OFT 40-241	Office Procedures	3
CIS 40-141	Microcomputer Applications	3
SSI	Social Science Elective	3
		15
Total		62

*Bus 05-107 may be substituted for Intermediate Algebra

LEGAL SECRETARY

Students in this program acquire both basic secretarial skills and specific skills necessary for employment in a legal office. Graduates are qualified for employment in legal firms, attorney's offices, corporations and government. Students who transfer to a four year college or university increase their job opportunities and potential for career advancement.

For more information about this program contact the Office of Technology Department, room 455, Academic Building.

Course	Requirement	Credits
FIRST SEMESTER		
ENG 20-101	English Composition I	3
MAT 10-099	Intermediate Algebra* or	
BUS 05-107	Business Mathematics	3
OFT 10-101	Keyboarding I	3
OFT 20-121	Speedwriting I	3
HUM/ENG/LAN	Humanities Elective	3
ACS 00-100	College Survival Seminar	1
		16
SECOND SEMESTER		
ENG 20-102	English Composition II	3
OFT 10-102	Keyboarding II	3
OFT 20-122	Speedwriting II	3
SSI	Social Science Elective	3
BUS 30-121	Business Law I	3
		15
THIRD SEMESTER		
OFT 10-201	Keyboarding III	3
OFT 20-221	Dictation & Transcription	3
CIS 40-141	Microcomputer Applications	3
OFT	Word Processing Elective	3
SCI	Laboratory Science Elective	4
		16
FOURTH SEMESTER		
OFT 10-202	Machine Transcription	3
OFT 10-203	Keyboarding IV/ Skill Building	3
HUM/ENG/LAN	Humanities Elective	3
OFT 40-241	Office Procedures	3
SSI	Social Science Elective	3
		15
Total		62

*Bus 05-107 may be substituted for Intermediate Algebra

MEDICAL SECRETARY

Students in this program are trained in communication, financial management, secretarial skills, medical terminology, and anatomy.

Graduates are qualified for careers in physicians' offices, hospitals, clinics, public health departments, insurance companies, publishing companies, and research laboratories. Students who transfer to a four year college or university increase their job opportunities and advancement potential.

For more information about this program contact the Office Technology Department, room 455, Academic Building.

Course	Requirement	Credits
FIRST SEMESTER		
ENG 20-101	English Composition I	3
MAT 10-099	Intermediate Algebra* or	
BUS 05-107	Business Mathematics	3
OFT 10-101	Keyboarding I	3
OFT 20-121	Speedwriting I	3
HUM/ENG/LAN	Humanities Elective	3
ACS 00-100	College Survival Seminar	1
		16
SECOND SEMESTER		
ENG 20-102	English Composition II	3
OFT 10-102	Keyboarding II	3
OFT 20-122	Speedwriting II	3
SSI	Social Science Elective	3
HUM/ENG/LAN	Humanities Elective	3
		15
THIRD SEMESTER		
OFT 10-201	Keyboarding III	3
OFT 20-221	Dictation & Transcription	3
CIS 40-141	Microcomputer Applications	3
OFT	Word Processing Elective	3
SCI	Laboratory Science Elective	4
		16
FOURTH SEMESTER		
OFT 10-202	Machine Transcription	3
OFT 10-203	Keyboarding IV/ Skill Building	3
BUS 10-101	Principles of Accounting I	3
OFT 40-241	Office Procedures	3
SSI	Social Science Elective	3
		15
Total		62

*Bus 05-107 may be substituted for Intermediate Algebra

MICROCOMPUTER APPLICATIONS

The Microcomputer Applications option is designed for students interested in using the personal computer as a tool in dealing with a wide range of business applications/problems. Through an in-depth course of study, students will learn to operate and apply the industry standard PC applications including, operating systems, spreadsheet analysis, graphics presentation, database management, and networking.

Graduates of this program will be prepared for entry-level employment in the rapidly emerging field of microcomputer applications.

For more information contact the Computer Information Systems Department, room 455, Academic Building.

Course	Requirement	Credits
FIRST SEMESTER		
ENG 20-101	English Composition I	3
MAT 10-102	College Algebra or Introductory Statistics	3
CIS 10-101	Introduction to Computer Information Systems	3
CIS 10-102	Programming Logic	3
CIS 10-111	Microcomputer Operating Systems	3
ACS 00-100	College Survival Seminar	1
		16
SECOND SEMESTER		
ENG 20-102	English Composition II	3
SSI 15-101	Economics I: Micro	3
BUS 10-101	Principles of Accounting I	3
CIS 10-151	Intermediate Database Management	3
CIS 10-152	Intermediate Spreadsheet Management	3
		15
THIRD SEMESTER		
HUM/ENG/LAN	Humanities Elective	3
SSI	Social Science Elective	3
CIS 10-181	Introduction to Computer Networks	3
CIS 10-205	Advanced Database Management	3
OFT 10-252	Desktop Publishing or	
CIS	Programming Elective	3
		15
FOURTH SEMESTER		
HUM/ENG/LAN	Humanities Elective	3
CIS	Computer Information Systems Elective	3
CIS 10-221	Systems Analysis & Design or	
CIS 10-251	Micro Software Development	3
CIS 10-206	Advanced Spreadsheet Management	3
SCI	Laboratory Science Elective	4
		16
Total		62

NOTE: Student must select one of the following electives, CIS 10-131 (COBOL I), or CIS 10-202 (Programming "C"), or CIS 10-211 (PASCAL).

NURSING

This program is designed for the student interested in a career as a Registered Nurse (RN). The curriculum includes general education and nursing courses. Graduates of this program are eligible to take the National Certifying Licensure Exam (NCLEX-RN) to become licensed as a Registered Nurse.

The program is structured into two sequences: a nursing preparatory sequence (NP) and a nursing clinical sequence (NR). Students should carefully review the curriculum in order to fully acquaint themselves with the requirements of each and the difference between the two sequences. Qualified students interested in studying nursing at RCC are admitted to the College as Nursing Preparatory students, and enroll in courses in the nursing preparatory sequence. Once a student has completed the NP sequence and moves into the nursing clinical sequence, their status changes to that of a Nursing student (NR). Students who have successfully completed any of the courses in the NP sequence from a comparable program in another institution (two or four year), may petition for transfer of those credits. Students also have the option of testing out of the Anatomy and Physiology prerequisite requirement by achieving an appropriate score on a challenge exam.

The Division of Nursing Education admits 40 full-time day students each year and strongly advises an early application for admission. To qualify to enter the Nursing Clinical Sequence (NR), the student must complete the following requirements:

- A minimum grade point average (GPA) of 2.7 and a grade of "C" or better in the Nursing Preparatory prerequisite courses (Nutrition, Anatomy and Physiology I, English Composition I, and General Psychology);
- Nursing Admission Test. This is a basic skills exam in verbal skills, reading comprehension, math, and science. Call the Office of Admissions for dates;
- Completion of the Nursing Clinical Sequence application form and RCC admissions application; and
- Submission of all Official transcripts and documentation.

All qualified applicants are ranked according to their grade point average and score on the Nursing Admission Test.

MASSACHUSETTS GENERAL LAWS: POLICIES RELATED TO NURSING STUDENTS

In compliance with Massachusetts General Law Chapter 6 section 172C, the college must obtain Criminal Offender Record Information (CORI) on all nursing students prior to certain clinical experiences. The outcome of CORI may have an impact on clinical placement. For more information contact 541-5313.

Massachusetts General Laws, Chapter 112, section 74 and 74A requires that "applicants for the National Licensure Examination furnish satisfactory proof of good moral character", in addition to graduation from a school of nursing approved by the regulatory body where the school is located. The criterion for determining good moral character includes, but is not limited to, the absence of a court record.

The Associate Degree Nursing Program at Roxbury Community College is accredited by the National League for Nursing and has full approval of the Massachusetts Board of Nursing Registration. Students seeking additional information related to accreditation may contact:

National League for Nursing Accrediting Commission

350 Hudson St. New York, New York. 10014

Telephone: 1-800/669-9656

NURSING

Advanced placement for LPNs is available.

For additional information, please call the Division of Nursing Education at (617) 541-5313.

Note: Nursing and most nursing support courses are sequential. The successful completion of each course is a prerequisite for admission to the next level course.

Note: Students must complete the nursing preparatory sequence with a minimum GPA of 2.7 and no grade lower than a "C", in order to be considered eligible for admission to the nursing clinical sequence.

NURSING PREPARATORY SEQUENCE

Course	Requirement	Credits
ENG 20-101	English Composition I	3
SCI 20-106	Nutrition	4
SCI 20-201	Anatomy & Physiology I*	4
SSI 35-122	General Psychology	3
		14

NURSING CLINICAL SEQUENCE

Course	Requirement	Credits
FIRST SEMESTER		
ENG 20-102	English Composition II	3
SSI 35-209	Human Growth & Development	3
SCI 20-202	Anatomy & Physiology II	4
NUR 10-100	Clinical Calculation	1
NUR 10-111	Fundamentals of Nursing	6
		17
SECOND SEMESTER		
SCI 20-204	Microbiology	4
NUR 10-112	Medical Surgical Nursing I	5
NUR 10-113	Sexuality & Reproductive Health Throughout the Lifecycle	5
		14
THIRD SEMESTER		
NUR 10-211	Nursing in Mental Health	4.5
NUR 10-212	Medical Surgical Nursing II	4.5
		9
FOURTH SEMESTER		
NUR 10-213	Professional Issues in Nursing	2
NUR 10-214	Comprehensive Nursing Care of Adults, Children & their Families	9
	Elective	3
		14

Total 68

*See college catalog for course prerequisites. Students also have the option of testing out of the science prerequisites by achieving an appropriate score on the challenge exam.

RETAIL MANAGEMENT

Course	Requirement	Credits
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FIRST SEMESTER

ENG 20-101	English Composition I	3
SSI 15-101	Economics I: Micro	3
BUS 30-121	Business Law	3
BUS 10-101	Principles of Accounting I	3
MAT 10-102	College Algebra	3
ASC 00-100	College Survival Seminar	1
		16

SECOND SEMESTER

ENG 20-102	English Composition II	3
SSI 15-102	Economics II: Macro	3
BUS 10-102	Principles of Accounting II	3
CIS 10-141	Microcomputer Applications	3
HUM/ENG/LAN	Humanities Elective	3
		15

THIRD SEMESTER

BUS 20-132	Management I	3
BUS 40-141	Introduction to Marketing	3
BUS 10-104	Computerized Accounting	3
BUS	Business Elective	3
SCI	Laboratory Science Elective	4
		16

FOURTH SEMESTER

BUS 20-182	Personnel Management	3
BUS	Business Elective	3
BUS 10-206	Introduction to Finance	3
BUS 90-298	Business Internship	3
HUM/ENG/LAN	Humanities Elective	3
		15

Total 62

An A.S. degree in Retail Management prepares students for a variety of careers in the field of management in such specialties as retailing, salesmanship, and distribution in a full range of manufacturing and retail firms, junior level management positions or a management training program. Professional opportunities are enhanced by the student's participation in the Cooperative Education Internship.

For more information about this program contact the Management Science Department, room 455, Academic Building.

WORD PROCESSING

In this program students acquire the word processing skills for successful employment in a highly technical office environment. This program is also appropriate for individuals with previous secretarial training or office experience who are seeking to upgrade their skills to the needs of the contemporary work place through the use of computer hardware and software.

There is a consistently high demand for qualified secretaries with word processing skills in industrial and commercial firms, insurance companies, banks, retail companies, manufacturers, universities, and other organizations. Students enrolled in this program are encouraged to participate in professional placement and job readiness training through Cooperative Education and Internship placement opportunities.

For more information about this program contact the Office Technology Department, room 455, Academic Building.

Course	Requirement	Credits
FIRST SEMESTER		
ENG 20-101	English Composition I	3
MAT 10-099	Intermediate Algebra* or	
BUS 05-107	Business Mathematics	3
OFT 10-101	Keyboarding I	3
SSI	Social Science Elective	3
HUM/ENG/LAN	Humanities Elective	3
ACS 00-100	College Survival Seminar	1
		16
SECOND SEMESTER		
ENG 20-102	English Composition II	3
OFT 10-102	Keyboarding II	3
OFT 30-102	WP-Word Perfect	3
SSI	Social Science Elective	3
SCI	Laboratory Science Elective	4
		16
THIRD SEMESTER		
BUS 10-101	Principles of Accounting I	3
OFT 10-201	Keyboarding III	3
OFT 30-152	MS-Microsoft Word	3
CIS 40-141	Micro Computer Applications	3
HUM/ENG/LAN	Humanities Elective	3
		15
FOURTH SEMESTER		
BUS 90-298	Business Internship	3
OFT 30-252	Desktop Publishing	3
OFT 10-202	Machine Transcription	3
OFT 40-241	Office Procedures	3
OFT 10-203	Keyboarding IV/Skill Building	3
		15
	Total	62

*Bus 05-107 may be substituted for Intermediate Algebra

CERTIFICATES

Roxbury Community College's one year certificate programs offer an educational alternative for those individuals who are interested in short term career training. Certificates are granted by RCC rather than the Higher Education Coordinating Council (as is the case with A.A. and A.S. degrees). Many students who begin their studies in a certificate program later transfer to an A.A. or A.S. degree program. Certificate programs are ideal for individuals seeking entry level job positions or seeking to upgrade their existing job skills for increased employment opportunity. The course requirements of Certificate programs include both basic skills courses and specialized technical training, which allow students the flexibility to transfer to a degree program



ENGINEERING & ARCHITECTURAL DESIGN

These programs provide the basic fundamentals in the rapidly expanding field of computer aided design. They are especially useful for individuals currently working within the manufacturing engineering field who wish to acquire rapid competency in these areas. Upon completion of this program, students are prepared for entry level positions in a specialized field.

For information about each program, contact the Department of Science and Technology in the Academic Building, room 401.

Course	Requirement	Credits
FIRST SEMESTER		
ENG 20-102	English Composition I	3
TEC 10-118	Introduction to Engineering Graphics	4
TEC 10-120	Introduction to Computer Assisted Drafting	4
TEC 10-130	Architectural and Civil drafting	4
ACS 00-100	College Survival Seminar	1
		16
SECOND SEMESTER		
ENG 20-102	English Composition II	3
MAT 10-099	Intermediate Algebra	3
TEC 10-130	Advanced Architectural Design	4
		10
	Total	26

CAD: ARCHITECT DRAFTING CONCENTRATION

FIRST SEMESTER		
ACS 00-081	College Survival Seminar	1
ENG 20-101	English Composition I	3
TEC 10-150	Mechanical Drafting	4
MAT 10-099	Intermediate Algebra	3
TEC 10-118	Introduction to Engineering Graphing*	4
		15
SECOND SEMESTER		
TEC 10-120	Introduction to CAD	4
TEC 10-250	Advanced Mechanical Drafting	4
ENG 20-102	English Composition II	3
		11
	Total	26

*Suggested course load per semester

ALLIED HEALTH

Course	Requirement	Credits
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FIRST SEMESTER

ASC 00-100	College Survival Seminar	1
ENG 20-101	English Composition I	3
HLT 10-100	Certified Nursing Assistant/ Home Health Care Aide Course	6
SCI 20-106	Nutrition	4
		14

SECOND SEMESTER

MAT 10-099	Intermediate Algebra	3
SSI 35-122	General Psychology	3
SCI 20-201	Anatomy and Physiology I*	4
ENG 20-102	English Composition II	3
		13

Total 27

*See the course descriptions section of this catalog for course prerequisites. Students also have the option of testing out of the science prerequisites by achieving an appropriate score on the challenge exam.

The Allied Health Certificate program will train both ESOL and Native English speaking students for a variety of entry level positions in the health care field, while allowing them to take the prerequisite courses for entry into the Nursing Clinical Sequence. While successful completion of this program does not guarantee admission to the nursing program at RCC or at any other institution, completion will satisfy the entrance requirements of RCC and most other programs. Additionally, students will be able to work as Certified nursing assistants or home health care aides while pursuing further education.

Graduates are eligible to take the Massachusetts Certified Nursing Assistant Exam and work as either home health aides or nursing assistants in a variety of settings, including hospitals, rehabilitation centers, nursing homes and private homes. Employment opportunities are excellent.

All liberal arts courses are transferable to four-year institutions. The HHA/ nursing assistant course may transfer as a general elective to other institutions of higher learning at the discretion of the receiving institution.

BOOKKEEPING CERTIFICATE PROGRAM

This program of study leads to entry level employment as a bookkeeper in a wide range of both public and private employment areas that do not require an Associate's degree in Accounting. It is most appropriate for individuals who want to understand the fundamentals of accounting-bookkeeping for career advancement or professional development.

The program is structured to help meet the career goals of individuals who presently have little or no academic or work-related background in accounting.

Course	Requirement	Credits
FIRST SEMESTER		
ENG 20-101	English Composition I	3
OFT 10-101	Keyboarding I	3
BUS 05-107	Business Mathematics	3
BUS 30-121	Business Law I	3
BUS 10-101	Principles of Accounting I	3
		15
SECOND SEMESTER		
ENG 20-102	English Composition II	3
OFT 10-102	Keyboarding II	3
BUS 10-104	Computerized Accounting	3
BUS 10-102	Principles of Accounting II	3
CIS 10-141	Microcomputer Applications	3
		15
	Total	30

COMPUTER INFORMATION SYSTEMS

Course	Requirement	Credits
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FIRST SEMESTER

BUS 10-101	Principles of Accounting I	3
CIS 10-102	Programming Logic	3
CIS 10-141	Microcomputer Applications	3
CIS 10-122	Visual BASIC	3
		12

SECOND SEMESTER

CIS 10-131	COBOL I	3
CIS 10-211	PASCAL	3
		6

THIRD SEMESTER

CIS 10-221	Systems Analysis & Design	3
CIS 10-202	Programming in "C"	3
CIS 10-231	COBOL II	3
		9

Total 27

Students must select one of the following electives: CIS 10-122 (Visual BASIC), or CIS 10-131 (COBOL), or CIS 10-202 (Programming in "C") or CIS 10-211 (PASCAL).

This program is intended for students who are interested in entry level programming positions in business and industry. The program is structured to help meet the career goals of individuals who presently have little or no academic or work related background in computer programming.

Upon completion of a certificate in CIS, individuals are prepared to assume entry level programming positions, or to fill a variety of entry level support positions in training, sales, demonstration of software packages or program writing.

For more information about this program, contact the Computer Information Systems Department in the Academic Building, room 455.

MICROCOMPUTER APPLICATIONS

The Microcomputer Applications Certificate is designed to provide students with the skills necessary for employment in the fast-emerging area of business microcomputer technology and applications. Students receive training in the latest and most widely used software applications through excessive hands-on use of the microcomputer laboratory.

For more information about this program contact the Computer Information Systems Department, in the Academic Building, room 45.

Course	Requirement	Credits
FIRST SEMESTER		
BUS 10-101	Principles of Accounting I	3
CIS 10-101	Introduction to Computer Information Systems	3
CIS 10-102	Programming Logic	3
CIS 10-111	Microcomputer Operating Systems	3
		12
SECOND SEMESTER		
CIS 10- 151	Intermediate Database Management	3
CIS 10-152	Intermediate Spreadsheet Management	3
CIS	Programming Elective*	3
		9
THIRD SEMESTER SEMESTER		
CIS 10-205	Adv. Database Management or	
CIS 10-206	Adv. Spreadsheet Management	3
CIS 10-221	Systems Analysis and Design or	
CIS 10-251	Micro Software Development	3
		6
	Total	27

Students Must Select One of The Following Electives: CIS 10-122 (Visual BASIC), or CIS 10-131 (COBOL), or CIS 10-202 (Programming In "C") or CIS 10-211 (Pascal).

SPREADSHEET APPLICATIONS

	Course	Requirement	Credits
The Spreadsheet Applications Certificate is designed to provide students with the skills necessary for employment in the fast-emerging area of business spreadsheet analysis and applications. Students receive training in the latest and most widely used software applications through extensive hands-on use of the microcomputer laboratory. Some prior knowledge of computer applications or the use of computers is required. For more information contact the Computer Information Systems Department in the Academic Building, room 455.	FIRST SEMESTER		
	CIS 10-111	Microcomputer Operating Systems	3
	CIS 10- 152	Intermediate Spreadsheet Management	3
			6
	SECOND SEMESTER		
	BUS 10-101	Principles of Accounting I	3
	CIS 10-206	Advanced Spreadsheet Management	3
			6
	Total		12

OFFICE TECHNOLOGY TRAINING PROGRAM

This short-term training program has been developed for individuals who wish to obtain office technology and computer skills. The program is designed as a low tuition program for those seeking employment, men and women returning to school after several years, college graduates who wish to learn word processing and computer skills, or the older worker. Upon completion of this program, counseling and placement assistance will be available.

For more information about this program contact the Office Technology Department in the Academic Building, room 455.

Course	Requirement	Credits
FIRST SEMESTER		
OFT 30-251	WP-Word Perfect	3
CIS 10-141	Microcomputer Applications	3
OFT 40-241	Office Procedures	3
OFT 10-102	Keyboarding II	3
Total		12

Students Must Type 20 W.p.m.

Note: Credits Are Transferable Toward A Roxbury Community College Associates Degree

WORD PROCESSING

This program is designed for administrative assistants, secretaries, typists, and clerks who want to prepare themselves for professional upgrading and more effective utilization of secretarial skills. An A.S. degree and/or B.S. degrees are generally not required to obtain good entry level positions in this field, but will increase job opportunities and advancement potential. Secretaries with word processing skills are in high demand in industrial and commercial firms, insurance companies, banks, retail companies, manufacturers, universities and other organizations.

For more information about this program contact the Office Technology Department in the Academic Building, room 455.

Course	Requirement	Credits
FIRST SEMESTER		
ENG 20-101	English Composition I	3
CIS 10-141	Microcomputer Applications	3
MAT 10-099	Intermediate Algebra or	
BUS 05-107	Business Mathematics	3
OFT 10-103	Keyboarding I & II Intensive	6
		15
SECOND SEMESTER		
ENG 20-102	English Composition II	3
OFT 10-201	Keyboarding III	3
OFT 30-251	WP-Word Perfect	3
OFT 30-152	WP-Microsoft Word	3
OFT	Office Technology Elective	3
		15
Total		30

Students Must Type 20 W.p.m.

RCC ADVISORY COMMITTEES

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Dr. Jane Aswell

Science Department, RCC

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Director, Health Careers Academy
c/o Northeastern University

Dr. Jane Cloutterbuck

College of Nursing
University of Massachusetts/Boston

Ms. Mary-Jo Doolan, R.N.

Instructor/Nursing Education
Veteran's Administration Medical Center/
Boston

Ms. Geri Fraser, R.N., B.S.N.

Assistant Director of Nurses
Spaulding Rehabilitation Hospital

Ms. Rebecca Holtzclaw, R.N., M.S.N.

Dr. Phyllis Moore

Simmons College
Department of Nursing

Ms. Gloria Morelli, R.N.

Vice President
Nursing and Clinical Services
Jewish Memorial Hospital and
Rehabilitation Center

Angelleen Peters-Lewis

Visiting Nurses Association
Boston, Massachusetts

Mr. Michael Simmons, R.N.

Staff Development
Laurel Ridge Rehabilitation
and Nursing Center

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Forest Hill Housing
Board of Directors

Deborah Perry

Gillette Company

Dani Monroe

Center Focus International

Doris Woods, Liaison

Roxbury Community College

COURSE INFORMATION & DESCRIPTIONS

BASIC SKILLS PLACEMENT

Students whose placement test results indicate a need for college preparatory courses will be enrolled in precollege level courses. These courses, for the most part are identified by the number zero proceeding the last two identifying course numbers. For example ENG 10-097 and MAT 10-097 indicates that these courses are precollege level courses. Precollege level courses are not transferable.

COURSE PREREQUISITES

The courses listed below also list other prerequisites. Degree or certificate students are required to have completed the course(s) specified as prerequisite(s). If a course prerequisite is listed as "or concurrent", this means that a student may enroll in the course provided that he/she is also enrolled in the prerequisite (or co-requisite) course.

However, "ECE 10-206 concurrent" (without "or") means that ECE 10-206 must be taken concurrently with the course for which it is a co-requirement.

Special or Non-degree students may, by permission of the instructor only, enroll in courses for which they have not met the prerequisite, except for mathematics and English courses.

HONORS ENGLISH SEMINAR

HONORS COURSES

Students enrolling in English Honors Seminar explore a single theme or period in classical literature. Understanding the works of Shakespeare is a popular focus for this course as it explores a style of prose and language relatively unknown to many community college students. English Honors provides an opportunity to study several works by the same author and encourages critical thinking through critique, analysis, synthesis and evaluation of the interrelationships of character, conflict, setting and language. For more information contact the English Department in the Academic Building.

SPECIAL TOPIC COURSES

At Roxbury Community College multi-culturalism comes alive through the Caribbean Topics program. Students learn how political, social and economic forces influence the people and cultures of the global community. The program comprises a series of 3 credit elective courses which offer an in-depth examination of a particular Caribbean society and its relationship with the United States and its Caribbean neighbors. Through this exploration students learn to recognize recurring themes which cut across the boundaries of language, political systems, and geography. Unlike many courses that teach multi-culturalism through classroom lecture and an occasional film or guest speaker, the diversity of instructional resources both human and material and the opportunity for student involvement make this program a rare and welcome

educational adventure. Specific courses include: SSI 80-101 The Puerto Rican Reality; SSI 80-102 The Jamaican Reality; SSI 80-103 The Haitian Reality; SSI 80-104 The Dominican Reality; SSI 80-105 The Trinidad Reality; SSI 80-106 The Cuban Reality. These courses fulfill the elective requirements for any of the three Social Science groups. Please check the semester course schedule for course availability.

CARIBBEAN TOPICS (80-100 SERIES)

CARIBBEAN FIELD STUDIES (80-200 SERIES): FIELD PRACTICUM

A series of two-to-four week intensive field study courses, which follow the Caribbean Topics courses, focusing on one Caribbean society. Students will visit major cultural and historical sites, hear lectures on economy, politics, and history, and participate in community organizing and economic development projects at the grassroots level. Students will document the tour for reports to the College and community during the following semester. Specific courses include: SSI 80-201 Puerto Rican Exchange Study Tour; SSI 80-202 Jamaican Exchange Study Tour; SSI 80-203 The Haitian Exchange Study Tour; SSI 80-204 The Dominican Exchange Study Tour; SSI 80-205 The Trinidad Exchange Study Tour; SSI 80-206 The Cuban Exchange Study Tour.

Prerequisite: The appropriate Caribbean Topics course and the appropriate language course i.e. LAN 20-101 (Spanish I), LAN 30-101 (French I), or Creole if the language of the exchange country is not English.

For more information about Caribbean Topics and exchange study tours contact the Social Science Division.

INDEPENDENT STUDY

Second semester first year students and sophomores in good academic standing with a minimum GPA of 2.0 can enroll up to two courses per semester as an independent study. Independent study is designed to provide a student with a unique and individualized learning experience. Courses selected for independent study must be listed in the College's course offerings, but either not offered that semester or not compatible with the students schedule. The independent study may also be selected to provide an opportunity for a motivated student to pursue an area of interest. Through independent study, a faculty member and student determine and agree upon a plan to be followed throughout the course. This plan includes a written statement of the goals and objectives to be accomplished, the methodology for assessing progress and achievement of the objectives, the number and schedule of meetings between student and instructor during the term, and the instructional materials necessary to accomplish the assigned course work.

Students interested in pursuing an independent study should meet with their instructor. An Independent Study Request Form, available in the Registrar's Office, must be submitted to the Registrar, signed by the student, the faculty member and the appropriate Division Chairperson during the first two weeks of the semester. Failure to submit the form on time will result in no credit being awarded.

INTERNSHIPS & COOPERATIVE EDUCATION COURSES

Internship and Cooperative Education courses allow interested career bound students to earn academic credit for professional experience in their chosen career field. Working closely with the College's Internship and Cooperative Education Coordinator and the field placement supervisor, students develop a program of study allowing them to implement classroom theory in a work environment. While internship placements are volunteer positions, students may receive payment for their work in cooperative education courses. Cooperative education also allow students to experience the interview process, develop resume writing skills and have an opportunity for career planning with the valuable input of practicing professionals.

In order to be eligible for an internship or cooperative education course a student must:

1. have accrued sufficient credit hours to be at the sophomore level
2. have a minimum GPA of 2.75 in their major concentration
3. be able to work up to 10-15 hours per week

For more information contact the Business and Technology Division, room 453, in the Academic Building.

While these courses are not calculated in a student's cumulative GPA, students enrolled in ESOL and developmental courses may be eligible for Financial Aid.

RCC does not offer a degree or certificate in developmental studies. Once the required developmental courses have been completed, the student must select a program of study by completing a Change of Major Form available in the Registrar's Office. Students are subject to the program requirements in effect at the time they declare a program of study.

For more information refer to the Academic Information and Policies section of this catalog, and the Course Description listings.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) COURSES

PREPARATORY COURSES & PROGRAMS

For many students, the first step towards higher education and personal achievement requires English skills. Roxbury Community College offers multiple levels of pre-college academic

English instruction for speakers of other languages. Students are tested and placed in the course and level that best meet their individual learning needs for conversation, reading, writing, and grammar improvement.

The Language Learning Laboratory supports ESOL instruction through the use of computer software, audio cassette programs, and a variety of video and audio visual materials. ESOL students use the lab for both classroom learning and independent practice. RCC does not offer a degree or certificate in the study of English for Speakers of Other Languages. Once the recommended ESOL courses have been completed, students must select a program of study by completing a Change of Major Form available in the Registrar's Office. Students are subject to the program requirements in effect at the time they declare a program of study.

For more information about our English for Speakers of Other Languages courses contact the ESOL Department in room 201, Academic Building, or the Division of Continuing Education, in room 102, Administration Building.

PRE-COLLEGE COURSES

Many students come to community colleges in need of skills to help them bridge the gap between their previous educational experiences and the rigorous demands of higher education. RCC recognizes the need for pre-college level skills development and offers many courses specifically designed to provide a strong foundation for personal success as well as success at the college level. Currently, RCC offers academic developmental courses in English, mathematics, and science. Although it will take you a little longer to earn your degree or certificate, RCC's developmental courses will enable you to work with the skills you already have as you develop new skills, enjoy the support services and social activities of college life, discover your academic interests and explore degree and certificate options while reserving your college credit hours for the courses you need towards your degree.

GENERAL EQUIVALENCY DIPLOMA (GED) PREPARATION

Students can also register to take the GED exam right here on campus. For more information contact the Division of Continuing Education GED Coordinator, room 102, Administration Building.

Not all the courses listed in this catalog are offered each semester. In addition, some newer courses may not be included. For an up-to-date course schedule by semester contact the Registrar's Office.

Through the Division of Continuing Education, students can enroll in both day and evening GED preparatory classes in English, mathematics and literature, as well as GED preparation taught in French.

ACADEMIC SUPPORT (ACS)

ACS 00-100 COLLEGE SURVIVAL SEMINAR

1 CREDIT

This course, required for all first year matriculating students, is designed to promote awareness of issues critical to student success within and beyond Roxbury Community College. Students are introduced to college resources, and each student develops an education plan outlining all courses needed to earn a degree or certificate. For the final project, students develop career plans for the next five years after leaving RCC. Cultural awareness and appreciation are woven into the course and one session on AIDS is scheduled. English sections are designated according to career interest areas, including sections for students who are undecided about a career focus. The course is also offered in Spanish and Creole/French and is required for graduation. Prerequisite: For sections in English, Advanced ESL

ACS 90-298 INTERNSHIP I

3 CREDITS

Through discussion and work experience, students explore career options working at an appropriate site. Job interview and resume workshops are required. Students apply coursework to employment situations and gain valuable experience. Sites are monitored and students are evaluated by site supervisors. Requires minimum 150 hours per semester. Counts as general elective toward graduation. Prerequisite: ENG 101, plus 3 courses in student's major

ACS 90-299 INTERNSHIP II

3 CREDITS

Provides opportunity for students who successfully complete Internship I with a C or better to spend an additional semester gaining experience. Requires minimum 150 hours per semester. Counts as general elective toward graduation. Prerequisite: ACS 90-298

ALLIED HEALTH (HLT)

HLT 10-100 CERTIFIED NURSING ASSISTANT/HOME HEALTH AIDE

6 CREDITS

Participants will be trained as nursing assistants to provide hands on care in hospitals and variety of long term facilities. They will also be trained as home health aides and will develop skills in personal care, household management, nutrition and good health practices. Students learn about basic principles involved in caring for the elderly and apply skills taught in the laboratory setting to care for elderly clients during supervised clinical practice. The nursing assistant/ home health aide works under the supervision of a licensed nurse.

The course consists of 91 hours of classroom/skills hours and a 27 hour clinical internship for a total of 118 hours. Students who successfully complete this course are typically hired by nursing homes, rehabilitation centers and home care agencies. Successful completion of the course will allow the student to take the nursing assistant certification exam. This is a required course in the Allied Health Certificate Program but may be taken as a general elective by other students. Prerequisite: ENG 20-101 eligible.

MEDIA (BMT)

BMT 95-100 INTRODUCTION TO PRODUCING & DIRECTING

3 CREDITS

Designed for the students interested in becoming a producer or director within the television industry. The financial, creative, and decision making responsibilities associated with being a producer or

director are explored. Topics include, but are not limited to, directional decisions, special effects, use of music and music rights, time constraints and costs, copyrights, scripts, staging and prop placement. Students will be required to develop, produce, and direct a short video project. Prerequisite: None

BMT 95-110 INTRODUCTION TO TELEVISION PRODUCTION

3 CREDITS

A theoretical and practical introduction to the language and techniques of television studio production. Students learn to operate audio boards, switches, studio cameras, character generators, intercom systems, and various video tape machines. Hands-on training on state-of-the-art equipment is emphasized. Assignments are designed to develop familiarity with video equipment so that it can be used effectively to visualize concepts, ideas and stories. Prerequisite: BMT 95-100, BMT 95-120

BMT 95-120 VIDEO TECHNIQUES

3 CREDITS

This course is designed to give students a basic overview of TV cameras (field/studio, microphones and microphone placement, video switching, audio mixing and dubbing, character-generated graphics and sound or special effects will be discussed. Prerequisite: None

BMT 95-230 INTRODUCTION TO VIDEO EDITING

3 CREDITS

This course introduces the basic skills and principles of video editing in the post-production stage. Students will be given a series of pre-produced videos to edit. Synchronization, audio mixing and dubbing, character generated graphics and sound or special effects will be discussed. Prerequisite: BMT 95-120

BUSINESS (BUS)

Business Mathematics (05)

BUS 05-107 BUSINESS MATHEMATICS

3 CREDITS

Students enrolled in this course will examine the specific applications of mathematics in a business environment. Topics include fundamental business principles, percentages, markups, simple and compound interest, depreciation, insurance, payroll, taxes, analysis of business graphs and understanding linear equations. This course does not satisfy the Business elective requirement. Prerequisite: MAT 11-098, ENG 10-097

BUS 10-101 PRINCIPLES OF ACCOUNTING I

3 CREDITS

The fundamental principles of accounting theory are the focus of this course. Emphasis is placed on understanding the accounting cycle, journals, ledgers, adjusting and closing entries, working papers and financial statements. Prerequisite: MAT 10-099, ENG 20-101 or Concurrent

BUS 10-102 PRINCIPLES OF ACCOUNTING II

3 CREDITS

As a continuation of AC 101, this course focuses on accounting theory in relation to the specific needs of corporations and partnerships. Students will explore problems relating to assets and liabilities, payroll systems, methods of computing dividends, statements, and applications of funds. Prerequisite: BUS 10-101

BUS 10-103 INCOME TAXES**3 CREDITS**

This course introduces students to the basic concepts of Federal Income taxation for individuals, partnerships and corporations with an emphasis on determining taxable income, allowable deductions, gains and losses. Students will practice preparing sample tax returns. Prior knowledge of accounting may be helpful but is not required for this course. Prerequisite: ENG 10-097, MAT 10-097*

BUS 10-104 COMPUTERIZED ACCOUNTING**3 CREDITS**

Applying the theories learned in Principles of Accounting I, students enrolled in this course will prepare financial reports using personal computers and selected accounting software spreadsheet applications. Prerequisite: BUS 10-101

Accounting (10)

BUS 10-201 INTERMEDIATE ACCOUNTING I**3 CREDITS**

In this course students will examine valuation problems relating to inventories, investments, receivable, and other assets. An emphasis is placed on accounting principles, income determination and the preparation of financial statements. Prerequisite: BUS 10-102

BUS 10-202 INTERMEDIATE ACCOUNTING II**3 CREDITS**

As a continuation of Intermediate Accounting I (BUS 10-201), students will examine problems relating to lease and pension plans, long term investments, and current and long term liabilities. Other topics discussed in the course include capital stock, stock rights and warrants, and an introduction to present value techniques for accounting valuation. Prerequisite: BUS 10-201

BUS 10-203 COST ACCOUNTING**3 CREDITS**

Students enrolled in this course will examine cost accounting practice for various aspects of manufacturing including materials, labor, and factory overhead. Cost accumulation is also discussed as it pertains to job order systems, process systems, and standard cost systems. Prerequisite: BUS 10-102

BUS 10-206 INTRODUCTION TO FINANCE**3 CREDITS**

An introduction to financial management for business firms is the focus of this course. After a review of financial statements and forms of organization, students will explore the use of assets and cost of capital as management evaluation techniques. Other topics discussed in class include: an overview of the securities market, effects on inflation, investment institutions, and the essentials of international finance. Prerequisite: BUS 10-102

BUS 20-101 INTRODUCTION TO BUSINESS**3 CREDITS**

This course introduces students to various business topics including the global environment of business, management, marketing, and accounting issues, business organizations, as well as exploring career opportunities in the business area. Prerequisite: ENG 10-097 or ESOL Level 6

Management (20)

BUS 20-131 MANAGEMENT I**3 CREDITS**

The study of management principles including communication, motivation and group dynamics is the focus of this course. Through readings, lectures, classroom discussions and case studies, students will

explore problem solving strategies for effective planning, cost control and overall organization in a management environment. Prerequisite: ENG 20-101 or concurrent

BUS 20-132 MANAGEMENT II

3 CREDITS

As a continuation of Management I, this course examines the supervisory role of the business manager. Students will explore issues such as leadership and motivation, planning, problem solving, staffing, communication, styles of supervision, organizing and controlling. Through classroom lectures, readings, homework assignments and case studies, students will learn that successful management is based on both an understanding of business principles and the ability to supervise others. Prerequisite: BUS 20-131

BUS 20-181 SMALL BUSINESS MANAGEMENT

3 CREDITS

Students enrolled in this course will learn about the specific management needs of small business enterprise. An emphasis is placed on understanding and applying the principles of planning, organizing, activating, and controlling to a small business environment. In each area emphasis is placed upon the unique importance of small firms. Prerequisite: BUS 20-131

BUS 20-182 PERSONNEL MANAGEMENT

3 CREDITS

The principles of personnel management is the focus of this course. Emphasis is placed on current personnel management policies and practices, with particular attention to the role of the supervisor. Topics include recruitment, selection and placement of personnel, development of personnel resources, wage and salary administration, employee performance appraisal, labor relations, leadership styles, and techniques to promote effective communication and positive motivation. Prerequisite: BUS 20-131

Business Law (30)

BUS 30-121 BUSINESS LAW I

3 CREDITS

Students enrolled in this course will examine the concept of legal contracts with an emphasis on the performance of contracts and remedies granted in breach of contracts. Other topics discussed in class include: law of sales and agencies, property bailment and negotiable instruments. Prerequisite: ENG 20-101 or concurrent

BUS 30-122 BUSINESS LAW II

3 CREDITS

This course continues to build on the information learned in Business Law I. Students will explore the fundamental concepts of property examined in the context of Uniform Commercial Code with an emphasis on areas of sales, commercial paper, and secured transactions. Related topics discussed in class include insurance, product liability, and consumer protection. Prerequisite: BUS 30-121

Marketing (40)

BUS 40-141 INTRODUCTION TO MARKETING

3 CREDITS

Students enrolled in this course will examine marketing as seen from the perspective of the individual business and the larger society, with an emphasis on the integral relationship between consumer attitudes and marketing activities. Prerequisite: BUS 20-131

Business Internship (90)

**COMPUTER
INFORMATION SYSTEMS
(CIS)****BUS 50-101 INTRO. TO LODGING, CONVENTIONS & DESTINATION MANAGEMENT 3 CREDITS**

Introduction to Lodging, Conventions and Destination Management is primary course for students considering a career in a tourism/hospitality settings. The course begins by providing an overview of the breadth of then lodging industry (hotels, etc.) and the industry's related food and beverage segments. It continues with an investigation into how regions market themselves to tourists (destination management) and the key role played by the meetings/convention industry in bringing tourists to a destination's lodging (and other retail) establishments. A special focus of this course is an investigation into the "service" element of the hospitality industry. Prerequisite: BUS 20-101, English Composition 1

BUS 90-298/299 INTERNSHIP 3 CREDITS

This course is a blend of classroom study (the seminar) and work experience related to the student's major or career interest. Students benefit by applying knowledge acquired in coursework to a job environment, by developing their skills and by learning/understanding business procedures. Job interviewing skills and resume writing workshops are required. Placement monitoring, evaluation and support for job-keeping, and problem solving is provided. Students must be available to work a minimum of 10-20 hours per week for at least 10 weeks (150 hours). (BUS 90-298 offered in the Fall semester; BUS 90-299 offered in the Spring semester). Prerequisite: ENG 20-101 and three courses in the student's major

CIS 10-099 INTRODUCTION TO COMPUTER CONCEPTS 3 CREDITS

This course is designed for the beginning student. It serves those students who need to understand the use of the personal computer while working on their basic skills. Among the topics discussed are the history and evolution of the personal computer, definitions of essential computer technology and concepts, introduction to keyboarding skills and introduction to the use of tutorials and software that will enable the student to obtain hands-on experience in the use of the personal computer. Prerequisite: ENG 10-096, ESOL Level 5 Reading & Writing

CIS 10-101 INTRO. TO COMPUTER INFORMATION SYSTEMS 3 CREDITS

This course examines the history and role of Data Processing in a business environment. It will include an examination of how a computer is organized and an overview of computer systems operations. Basic definitions and terminology will be covered. Students will explore basic programming concepts including flowcharting. Prerequisite: ENG 10-097

CIS 10-101 INTRODUCCION A SISTEMAS DE INFORMACION DE COMPUTADORAS 3 CREDITOS

Hechos basicos; Historia de procesamiento de datos; Maquinas de tabulacion y "record" unitario; unidad central de proceso; unidades de entrada y salida; organigramas; una introduccion a la programacion. Texto en ingles usando con materiales suplementario escrito en espanol. La clase sera conducida en espanol. Prerequisito: ESOL Level 5 Reading & Writing

CIS 10-102 PROGRAMMING LOGIC WITH BASIC 3 CREDITS

This is an introductory course in problem solving for computer programming with an emphasis on the use of flowcharts and decision tables as a means of illustrating logical and sequential program

development processes. Students will analyze computer programs and develop flowcharts for both single and multiple file situations including reports, extract selections, edits, updates, and utilities. Prerequisite: ENG 10-097, MAT 11-098

CIS 10-111 MICROCOMPUTER OPERATING SYSTEMS

3 CREDITS

In this course the student will learn to understand the function of disk operating systems and to use the commands available in the DOS version and in DOS with Windows. DOS, an acronym for Disk Operating System, is the most widely used microcomputer operating system. The Windows version of DOS makes possible the execution of commands and screen operations by means of menus and icons which are accessed by means of a mouse. This interface is increasingly used in applications software. Utilizing the college's computer laboratory, the student will get "hands-on" experience with the operating systems. Upon completion of this course, students will have a higher degree of competence with personal computer operating systems. Prerequisite: ENG 10-097 or permission of the instructor

CIS 10-122 VISUAL BASIC

3 CREDITS

BASIC II continues to develop the knowledge and skills first encountered in CIS 10-121. Students will learn about subroutines, arrays, file access, file I/O, string handling capabilities, systems flowcharting, and applications of BASIC in a management environment. Prerequisite: CIS 10-121

CIS 10-131 COBOL I

3 CREDITS

COBOL, which is an acronym for Common Business Oriented Language, has had a significant impact on computer use and computer programming in the business world. This course will examine the background, history, and advantages of COBOL, and introduce the structure, syntax, organization, and construction of a COBOL program. Additional topics covered in class include a description of data items, computations, branch instructions, literals, output and the function, content, and purpose of all divisions and COBOL clauses within the divisions. Prerequisite: CIS 10-101, CIS 10-102 or concurrent

CIS 10-141 MICROCOMPUTER APPLICATIONS

3 CREDITS

Developing an understanding of computer hardware, software and software applications is the focus of this course. Students will explore information processing, spreadsheet development and database design, and will use a variety of popular software programs for the IBM-PC to complete assigned business related computer applications projects. Prerequisite: ENG 10-097, MAT 11-098

CIS 10-151 INTERMEDIATE DATABASE MANAGEMENT

3 CREDITS

This course builds on introduction to database management as presented in CIS 10-141. It will utilize sophisticated full feature database management software package to provide the student with an introduction to database programming, the use of database to perform database inquiry operations, ordering data in a file, perform system interface and data file modifications. The construction of templates of possible output formats will also be introduced. Prerequisite: CIS 10-141 or permission of the instructor

CIS 10-152 INTERMEDIATE SPREADSHEET MANAGEMENT**3 CREDITS**

This course builds on the introduction to spreadsheets as presented in CIS 10-141. It will utilize a full function spreadsheet software, such as Lotus 1-2-3 or Excel, to provide students with an introduction to macros and the use of the spreadsheet in flat file applications. It will also build on their knowledge of formulas and expand their background in the use of functions. The construction of templates will also be introduced. Prerequisite: CIS 10-141 or permission of the instructor

CIS 10-181 INTRODUCTION TO COMPUTER NETWORKS**3 CREDITS**

This course introduces the student to the concept of networks as devices linking computers and the distinctions between types of networks. It discusses the main distinctions: private vs. public; local area networks (LAN) vs. wide area networks (WAN). It discusses access devices, such as telephones, dumb terminals, intelligent workstations, bar-code scanners, point-of-sale registers, etc. It also deals with transmission of data and types of switches, the equipment used in routing. The establishment of standards and protocols in interfacing, and a knowledge of the resources of the Internet. Prerequisite: CIS 10-111 or permission of the instructor

CIS 10-201 FORTRAN**3 CREDITS**

An introduction to FORTRAN programming language is the focus of this course. Students will learn about arithmetic instructions, branching instructions, logical DO's DIMENSION statements, functions, subroutines, and applications for FORTRAN in management. Prerequisite: CIS 10-121, MAT 10-099, ENG 20-101

CIS 10-202 PROGRAMMING "C"**3 CREDITS**

A comprehensive study of "C" language with an emphasis on using structured principles for program design is the central topic of this course. Students will be expected to design, code, execute and debug a variety of programs. Programming topics will include operators, arrays, function terminology, data types, pointers, storage classes, control structures and disk input/output and printer input/output functions. Prerequisite: CIS 10-131, CIS 10-211, MAT 10-102, ENG 20-101

CIS 10-205 ADVANCED DATABASE MANAGEMENT**3 CREDITS**

Advanced Database Management is a continuation of CIS 10-151 emphasizing advance features of Database Management applications. In this course the student will use dBASE, or an equivalent software package, to focus on creating and using large databases, programming and other advanced features. Students will make extensive use of the College's microcomputer lab. Prerequisite: ENG 20-101, MAT 10-099, CIS 10-151

CIS 10-206 ADVANCED SPREADSHEET MANAGEMENT**3 CREDITS**

Advanced Spreadsheet Management is a continuation of CIS 10-152 emphasizing advance features of Spreadsheet applications. In this course the student will use Lotus 1-2-3, or an equivalent software package, to focus on creating and using macros, large worksheets, multiple file databases, graphics, and other advanced features. Students will make extensive use of the College's microcomputer lab. Prerequisite: ENG 20-101, MAT 10-099, CIS 10-152

CIS 10-211 PASCAL**3 CREDITS**

This course in PASCAL programming focuses on writing, testing, and debugging computer programs. Topics include format statements, flow charts, subroutines, data files, and file operations. Students will learn to recognize and utilize program elements including variables, constants, assignments, expressions, mathematical operations, and ordinal types and subranges. Students will develop algorithms and documentation for selected programs. Prerequisite: MAT 10-099, ENG 20-101, CIS 10-121, CIS 10-102, CIS 10-131 or concurrent

CIS 10-215 RPG (REPORT PROGRAMMING GENERATOR)**3 CREDITS**

This course provides an introduction to RPG, with an emphasis on input/output programming, calculations, printing of reports, processing of punched cards, techniques of programming, table handling, system 3 and RPG II arrays, and subroutines. Prerequisite: CIS 10-121, MAT 10-099

CIS 10-221 SYSTEMS ANALYSIS AND DESIGN**3 CREDITS**

The purpose of this course is to familiarize students with systems analysis, design, implementation and evaluation. Topics discussed in class include an introduction to business systems analysis and design, preliminary and detailed investigation, project analysis, systems design and development, as well as application and analysis and design concepts. Prerequisite: CIS 10-231, CIS 10-211 or concurrent

CIS 10-231 COBOL II**3 CREDITS**

COBOL II is a continuation of COBOL I. Topics discussed in this course include: level numbers, COBOL data types, inputting data into COBOL programs, organizations and access, input and output files, printed data into COBOL programs, printed output vs. soft copy output, sequential and index files, relative files, data validation, control breaks, interactive processing, report writing, subscripts, sort, merge, and look-up procedures, compiler/library sub programs, and debugging of COBOL programs. Prerequisite: CIS 10-131

CIS 10-251 MICRO SOFTWARE DEVELOPMENT**3 CREDITS**

This course will examine the design principles upon which the microcomputer is built. Emphasis will be on exploring MS-DOS/PC-DOS and UNIX operating systems. Utilizing the various operating environments, students will design and write memory resident programs and focus on other special programming considerations.

CIS 10-261 "C++ PROGRAMMING"**3 CREDITS**

This course introduces problem solving methods and algorithm development using the high-level programming language C++. Students will learn how to design, code, debug, and document programs using techniques of good programming style in microcomputer environments. Related topics include: expressions and statements, managing I/O basic classes, loops, decisions, pointers, array, classes and data abstraction, linked structures, recursion, object-oriented analysis and design, and writing functions to enable top-down design. Prerequisite: CIS 10-202

EARLY CHILDHOOD EDUCATION (ECE)

ECE 10-101 CHILD GROWTH AND DEVELOPMENT

3 CREDITS

Students enrolled in this course will explore the theories and practices of growth and development for infants and young children with an emphasis on significant and recent research, contemporary schools of thought, and theories of human development. Additional topics covered in this course include the influence of heredity and environment on child development, infant and child health care socialization and sex role stereotyping. Fulfills Social Science requirement. Prerequisite: ENG 20-101 Eligible, MAT 11-098

ECE 10-102 OBSERVING AND RECORDING CHILDHOOD BEHAVIOR

3 CREDITS

Students enrolled in this field placement course will observe, analyze and evaluate childhood behavior in a variety of pre-school settings. Particular attention will be focused on the children's social, emotional, and intellectual skills. Other topics discussed in class include the role of the classroom teacher, the curriculum, and organization. Field study comprises two thirds of the class. Prerequisite: ECE 10-101 or concurrent

ECE 10-103 MUSIC AND MOVEMENT IN EDUCATION

3 CREDITS

Today more than ever, educators realize the tremendous amount of learning that takes place through psychomotor activities. Young children need to explore and experiment with their own movements in response to various stimuli. Music provides an ideal opportunity for movement and self expression through singing, physical response to different rhythms, playing instruments, as well as quiet listening. To this end, the well-organized child development curriculum provides a wide range of musical and physical exploration activities and experiences to help develop psychomotor skills in young children. Prerequisite: ECE 10-101 or concurrent

ECE 10-104 CURRENT ISSUES IN EARLY CHILDHOOD EDUCATION

3 CREDITS

Young children are greatly influenced by the world around them. In this course students will discuss many of those influences with particular attention to the issues of family and school. Topics include sexuality and sexual behavior, changing family patterns, the impact of divorce, single parenting, alcoholism, and the impact of the school environment. Students will explore strategies to help parents meet their children's changing developmental needs and ways to encourage good parenting skills. Prerequisite: ECE 10-101 or concurrent

ECE 10-105 ROLE OF PLAY IN CHILD DEVELOPMENT

3 CREDITS

The role of play and creativity in a child's cognitive, affective and social development is the focus of this course. Students will examine several theories of play and will learn to assess and analyze the child's needs as demonstrated through their play and creative activities. Field observation and analysis is a required component of this course. Prerequisite: ECE 10-101 or concurrent

ECE 10-201 EXPLORING PARENTING

3 CREDITS

Learning to facilitate parent education groups and understanding group dynamics in a culturally sensitive environment is the focus of this course. Students will develop group leadership and group facilitation skills

as they explore current issues in parenting as identified by the Office of Administrative Families and Youth. Prerequisite: ECE 10-101 or concurrent

ECE 10-202 HISTORY, THEORY, AND PRACTICE OF EARLY CHILDHOOD EDUCATION 3 CREDITS

Students enrolled in this course will review the history and theories of early childhood education as the basis for exploring contemporary issues. Classroom discussions and readings will focus on current trends and the further direction of early childhood education, relative to educational practices and classroom curriculum. Prerequisite: ECE 10-101 or concurrent

ECE 10-203 SPECIAL NEEDS IN CHILDHOOD EDUCATION 3 CREDITS

Students enrolled in this course will develop an understanding of the abilities and disabilities of children classified as exceptional or "special needs", as well as the instructional organizations necessary to help special needs students achieve their potential. In addition, students will examine the impact of educational and psychological handicaps upon an individual. Prerequisite: ECE 10-101 or concurrent

ECE 10-204 CHILD HEALTH CARE 3 CREDITS

This course identifies and discusses the health needs and health problems of young children, including common childhood disorders, diseases and the principles of nutrition related to meal planning for young children. Students examine the role of both the school and the home in the physical development of young children. Prerequisite: ECE 10-101 or concurrent

ECE 10-205 EXPRESSIVE ARTS 3 CREDITS

The central theme of this course is to explore the many ways in which children can express their creativity in a day care environment through planned activities involving music, art, rhythm and movement, and dramatic play. Through expressive arts, teachers can gain insight into a child's individual personality, their hopes, dreams, fears, and frustrations and use this information to create a positive and rewarding learning environment for young children aged 2-6. Prerequisite: ECE 10-101 or concurrent

ECE 10-206 EARLY CHILDHOOD CURRICULUM I 3 CREDITS

This course emphasizes the development of instructional skills and the application of those to a specific method for individualizing instruction. This course is beneficial to both the novice and experienced teacher to strengthen the skills a teacher must possess to function successfully in all learning environments for young children. To be taken concurrently with ECE 298. Prerequisite: ECE 10-101, ECE 90-298 or concurrent

ECE 10-207 EARLY CHILDHOOD CURRICULUM II 3 CREDITS

As a continuation of ECE 10-206, students will further study the curriculum, methods, and techniques used in teaching young children. Prerequisite: ECE 10-206, ECE 90-299 or concurrent

ECE 10-208 SUPERVISION AND ADMINISTRATION: PLANNING AND PROGRAMMING FOR CHILD DEVELOPMENT CENTERS 3 CREDITS

The planning and administration of the overall operations of a day care environment is the focus of this course. Students will be presented with a comprehensive view of contemporary day care issues

including: developmental characteristics of young children, planning and the environment, programming, licensing, staffing, community involvement, and parent relationships. This course provides opportunities for field observation and classroom management. Prerequisite: ECE 10-101 or concurrent

ECE 90-290 CDA CREDENTIALING PRACTICUM

18 CREDITS

This course teaches the six CDA Competency Goals and Functional Areas for Preschool care givers in Center-Based Programs. The goals include establishing and maintaining a safe, healthy learning environment, advancing physical and intellectual competence, supporting social and emotional development and providing positive guidance, establishing positive and productive relationships with families, insuring a well-run, purposeful program responsive to participant needs and maintaining a commitment to professionalism. Prerequisite: ECE 10-207, ECE 90-298

ECE 90-298 CHILD CARE INTERNSHIP I

3 CREDITS

Internships provide a framework for Early Childhood Education students to experience the concept of working directly with young children in a classroom environment. Students enrolled in this course will work under the direct supervision of the classroom teacher who will meet with the students regularly and assist in the development and implementation of lesson plans. Periodic evaluations are submitted to the course instructor by the supervising teacher. This evaluation is an important component of the final grade, and will require a total site experience of 150 hours per semester. This course is to be taken concurrently with ECE 10-206. Prerequisite: ECE 10-206 or concurrent

ECE 90-299 CHILD CARE INTERNSHIP II

3 CREDITS

In this course, which is a continuation of ECE 90-298, students will work with individual children in a classroom environment to assess their learning needs and design appropriate programs for young children. Students enrolled in this course will work under the direct supervision of the classroom teacher who will meet with the students regularly to review their work and plan for the implementation of specific lessons. Periodic evaluations are submitted to the course instructor by the supervising teacher. This evaluation is an important component of the final grade, and will require a total site experience of 150 hours per semester. Prerequisite: ECE 90-298, ECE 10-207 or concurrent

ENGLISH (ENG)

ENG 10-096 DEVELOPMENTAL READING AND WRITING I

6 CREDITS

This course reviews initial reading skills to assist students in acquiring competence in reading comprehension and vocabulary. It is designed to review basic English grammar, syntax, spelling, and punctuation. This course will teach effective sentence writing skills, paragraph writing and essay structure in preparation for ENG 10-097 and college writing. This course does not satisfy any degree requirements. Prerequisite: Reading and Writing placement tests

ENG 10-097 DEVELOPMENTAL READING AND WRITING II

6 CREDITS

This course continues the development of reading comprehension and vocabulary skills to help students attain college level reading skills. The "writing" focus is on paragraph development and organization

which includes types of paragraphs, idea development and effective transition. It introduces essay writing. This course does not satisfy any degree requirements. Prerequisite: ENG 10-096 or Reading and Writing placement tests

ENG 10-098 PRE-COLLEGE READING

3 CREDITS

This course is designed to give students an awareness of the reading comprehension process and practice in comprehending patterns, vocabulary development, reading and study skill techniques, and will help to prepare students for the reading segment English Composition I. This course does not satisfy any degree requirements. Prerequisite: ENG 10-097 or Reading and Writing Placement Tests

ENG 10-099 PRE-COLLEGE WRITING

3 CREDITS

This course focuses on paragraph development and organization; it includes types of paragraphs, idea development, coherence and effective transition. It introduces essay writing and is designed for the student who has college-level reading ability, but is not yet ready for the rigor of Eng 20-101. This course helps to prepare students for English Composition. This course does not satisfy any degree requirements. Prerequisite: ENG 10-097 or Reading and Writing Placement Tests

ENG 20-101 ENGLISH COMPOSITION I

3 CREDITS

The focus of this course is learning how to write narrative, descriptive, expository, and argumentative essays. It prepares the student to write a research paper. Students are required to read and respond to selected short works which will serve as models for their writing assignments. Prerequisite: ENG 20-101 Eligible or placement test

ENG 20-102 ENGLISH COMPOSITION II

3 CREDITS

In this course, students will continue to develop their writing skills, with an emphasis on proper research procedures. A research paper is required. Students will be introduced to various genres of literature, including poetry, drama and short stories, and will be required to write a series of short critical essays analyzing selected works. Prerequisite: ENG 20-101

ENG 20-110 INTRODUCTION TO SPEECH

3 CREDITS

This course explores techniques for effective public speaking in both large and small group settings. Students will develop effective communication skills through a variety of classroom discussions and oral presentations. In addition, students will explore the appropriate use of a variety of oral communication styles. Prerequisite: ENG 20-101 or concurrent

ENG 20-210 ADVANCED COMPOSITION

3 CREDITS

Using a variety of rhetorical strategies, the student will write expository and argumentative essays based on critical analysis of college-level reading. An opportunity to do advanced research is also provided. This course refines the skills developed in English Composition I and II and is strongly recommended for transfer students. This course is not a substitute for ENG 20-102. Prerequisite: ENG 20-102 or concurrent

ENG 20-220 WORLD LITERATURE I**3 CREDITS**

This survey course exposes students to writers from ancient times to the 17th century. Students will read work chosen from Biblical, Greek, Roman, Oriental, African, Medieval, and Renaissance literature. Prerequisite: ENG 20-101

ENG 20-221 WORLD LITERATURE II**3 CREDITS**

A broad range of writers and literary styles will be examined in this course. Students will read the works of American, European, African, South American, and Asian writers from the late seventeenth century to the present, with a focus on Neoclassical, Romantic, Realistic, Naturalistic, and Modern Literature. (World Literature I is not a prerequisite.) Prerequisite: ENG 20-101

ENG 20-225 AFRICAN-AMERICAN LITERATURE**3 CREDITS**

African-American Literature will present the student with an overview of African-American writers past and present. The course is designed to give students an understanding and appreciation of African-American Literature, from early poetry and spirituals through contemporary Black Literature. Prerequisite: ENG 20-101

ENG 20-226 LITERATURE IN AMERICA I**3 CREDITS**

As an introduction to American literature, this course provides a chronological survey of American literature from the Colonial period through the Civil War. The relationship between literature and American life and culture will be examined in the works of authors from a variety of social segments. Prerequisite: ENG 20-101

ENG 20-227 LITERATURE IN AMERICA II**3 CREDITS**

This course is a chronological survey of literature in America from the post-Civil War period to the present. The emergence of modern American literature as a response to cultural, social, and economic changes will be explored in the works of authors from all segments of society. Prerequisite: ENG 20-101

ENG 20-251 JOURNALISM I**3 CREDITS**

Students enrolled in this course will learn the techniques of collecting information and will examine different forms of newspaper/newsletter writing and newspaper/newsletter layout. Journalism is used as a means of introducing students to relevant social and philosophical issues. Prerequisite: ENG 20-101 or concurrent

ENG 20-252 JOURNALISM II**3 CREDITS**

Building on skills developed in ENG 20-251, students are introduced to advanced reporting techniques. Interviewing, cultivating of resources, and feature writing techniques are discussed. Frequent writing assignments are required in this course. Prerequisite: ENG 20-251

ENG 20-260 CREATIVE WRITING SEMINAR**3 CREDITS**

This course offers the focus and discipline which are necessary for students with an interest in creative writing. It emphasizes the essential elements required for writing short stories and poetry. Students work

and good writing models will be read and discussed in class. Prerequisite: ENG 20-101 and good writing models will be read and discussed in class. Prerequisite: ENG 20-101

ENG 20-261 ENGLISH HONORS SEMINAR

4 CREDITS

This course will take the form of an advanced seminar in classical literature, embracing various cultural. Students will examine a particular genre of literature, the purpose of which is to deepen their understanding of the interrelationships of character, conflict, setting, and language and to explore the meaning in a single literary work. Prerequisite: ENG 20-102, Faculty Recommendation 3.0 GPA

ENG 20-300 CRITICAL WRITING AND THINKING

3 CREDITS

The course introduces the students to the principles and standards of thinking and writing effectively. It is intended to enhance students' ability to analyze, interpret and evaluate issues, ideas and problems. The course will focus on critical thinking and writing as a mechanism for processing information, arriving at more objective conclusions based on reason and logic rather than subjective biases and emotions. The strength of the course is the emphasis on writing as a way of extending thinking. Prerequisite: ENG 20-102

ENG 90-298 JOURNALISM PRACTICUM

3 CREDITS

Students enrolled in this course will have an opportunity to further develop the skills learned in Journalism I and II. As interns directly involved in the production process, students are expected to participate in the production of each monthly publication by writings stories, selling advertising space, and producing, mailing and distributing the newspaper. After consultation with the instructor, students will be expected to complete their writing assignments independently. Prerequisite: ENG 20-251 and ENG 20-252

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

ESL 05-031 ESOL INTERMEDIATE INTEGRATED SKILLS, LEVEL A

6 CREDITS

This is the first course of the academic ESOL sequence and is designed for students with intermediate level abilities in speaking, writing, and reading. Students will build their vocabulary through classroom discussion, reading, and writing focused on recalling and describing objects and events, requesting information, and expressing opinions. Students will learn to differentiate fact from rationale opinion and write a well developed paragraph. This course does not satisfy degree requirements. Prerequisite: Placement Test

ESL 05-032 ESOL HIGH INTERMEDIATE INTEGRATED SKILLS LEVEL B

6 CREDITS

This is the second course of the academic ESOL sequence and is designed for students with high-intermediate level abilities in speaking, writing, and reading. Through selected readings and listening practice in narrative and academic materials, students will learn to recognize contextual clues, summarize information, and analyze the structure of words. Emphasis will be placed on using correct grammar in speaking and writing and on punctuation in well developed paragraphs and compositions. In both writing and speaking students will state opinions and provide facts to support those opinions. Students will also compare and contrast information through meaningful dialogues and classroom discussions. This course does not satisfy degree requirements. Prerequisite: ESL 05-031 or Placement Test

ESOL Reading

ESL 05-033 ESOL LOW ADVANCED READING AND WRITING LEVEL C**6 CREDITS**

This course is designed for students who have a low advanced reading and writing ability in English. Students will learn to write compound and complex sentences using appropriate connectors and punctuation, within the structure of several types of well developed paragraphs. Students will also read a variety of advanced-level materials, with an emphasis on increasing vocabulary, summarizing information and distinguishing between main ideas and supporting details. This course does not satisfy requirements. Prerequisite: ESL 05-032 or Placement Test

ESL 05-034 ESOL HIGH-ADVANCED READING AND WRITING LEVEL D**6 CREDITS**

This course is designed for students who have a high advanced reading and writing ability in English. Students will learn to write compound and complex sentences using appropriate connectors and punctuation, within the structure of several types of well developed paragraphs. Students will also read a variety of advanced-level materials, with an emphasis on increasing vocabulary, summarizing information and distinguishing between main idea and supporting details. This course does not satisfy degree requirements. Prerequisite: ESL 05-033 or Placement Test

ESOL Conversation

ESL 10-041 ESOL BEGINNING CONVERSATION LEVEL I**5 CREDITS**

This course is designed for students with little or no English speaking ability. The course focuses on oral/aural communication through vocabulary building and gradual control of grammatical structures. All students are expected to participate in class. This course does not satisfy degree requirements. Prerequisite: Placement test

ESL 10-042 ESOL BEGINNING CONVERSATION LEVEL 2**5 CREDITS**

This is the second course in the ESOL Beginning Conversation sequence, designed for students with some English speaking ability. Students will learn to improve their listening and speaking skills through guided conversations with a focus on pronunciation, vocabulary and improved grammatical control. The instructor will speak English only. This course does not satisfy degree requirements. Prerequisite: ESL 10-041 or placement test

ESL 10-043 ESOL INTERMEDIATE CONVERSATION LEVEL 3**5 CREDITS**

This course is a continuation of the ESOL Conversation sequence and is designed for students who have foundation in spoken English. Students will build their vocabulary through classroom discussion focused on recalling and describing objects, requesting information and directions, and expressing opinions. This course does not satisfy degree requirements. Prerequisite: ESL 10-042 or placement test

ESL 10-044 ESOL INTERMEDIATE CONVERSATION LEVEL 4**5 CREDITS**

This course is a continuation of the ESOL Conversation sequence and is designed for students who have a basic foundation in spoken English. Students will practice stating an opinion, agreeing, disagreeing, comparing, and contrasting information through meaningful dialog and classroom discussions. This course does not satisfy degree requirements. Prerequisite: ESL 10-043 or placement test Also see: LAN 40-101 Applied Grammar I, LAN 40-102 Applied Grammar II

ESL 10-051 ESOL BEGINNING READING LEVEL 1***3 CREDITS**

This course is designed for students with little or no English reading ability. Students will use an English-only dictionary as they learn to recognize pronouns, question words, and verb tense in order to become familiar with the written language. All students are expected to participate in class. Note: Registration in this class is coordinated with the same section of the ESOL Level 1 writing course (ESL 10-061). This course does not satisfy degree requirements. Prerequisite: Placement test

ESL 10-052 ESOL BEGINNING READING LEVEL 2***3 CREDITS**

This course is designed for students with some experience reading in English. Students will build their vocabulary and learn to recognize and read sentences and paragraphs. Note: Registration in this class is coordinated with the same section of the ESOL Level 2 writing course (ESL 10-062). This course does not satisfy degree requirements. Prerequisite: ESL 10-051 or placement test

ESL 10-053 ESOL INTERMEDIATE READING LEVEL 3***3 CREDITS**

This course is designed for students who have a low-intermediate reading ability in English. In order to strengthen basic reading skills and improve reading comprehension, students will analyze the content and structure of written passages, differentiate fact from opinion, and learn to recognize different word forms. Note: Registration in this course is coordinated with the same section of the ESOL Level 3 writing course (ESL 10-063). This course does not satisfy degree requirements. Prerequisite: ESL 10-052 or placement test

ESL 10-054 ESOL INTERMEDIATE READING LEVEL 4***3 CREDITS**

This course is designed for students who have a high-intermediate reading ability in English. Through selected readings in narrative and academic materials, students will learn to recognize contextual clues, summarize information, and analyze the structure of words. Note: Registration in this course will be coordinated with the same section of the ESOL Level 4 writing course (ESL 10-064). This course does not satisfy degree requirements. Prerequisite: ESL 10-053 or placement test

ESL 10-055 ESOL ADVANCED READING LEVEL 5***3 CREDITS**

This course is designed for students who have a low advanced reading ability in English. Students will read a variety of advanced level materials, with an emphasis on increasing vocabulary, summarizing information, and distinguishing between main ideas and supporting details. Note: Registration in this course will be coordinated with the same section of the ESOL Level 5 writing course (ESL 10-065). This course does not satisfy degree requirements. Prerequisite: ESL 10-054 or placement test

ESOL 10-056 ESL ADVANCED READING LEVEL 6***3 CREDITS**

This course is designed for students who have a high-advanced reading ability in English. Students will read and comprehend a variety of advanced level materials including newspapers, magazines, short stories, and samples from college level textbooks. Emphasis will be placed on differentiating between fact and opinion, drawing inferences, expanding vocabulary and developing effective dictionary usage skills.

Note: *All ESOL Reading courses require a grade of C or better for advancement to the next level.

ESOL Writing

Note: Registration in this course will be coordinated with the same section of the ESOL Level 6 writing course (ESL 10-066). This course does not satisfy degree requirements. Prerequisite: ESL 10-055 or placement test

ESL 10-061 ESOL BEGINNING WRITING LEVEL 1**4 CREDITS**

This course is designed for students who have little to no English writing ability. Students will learn basic punctuation rules, how to answer questions typically found on information request forms, and how to write simple sentences. Course reading materials include directional signs, questions, forms and brief written passages. Note: Registration in this course will be coordinated with the same section of the ESOL Level 1 reading course (ESOL 10-051). This course does not satisfy degree requirements. Prerequisite: Placement test

ESL 10-062 ESOL BEGINNING WRITING LEVEL 2***4 CREDITS**

This course is designed for students with some experience writing in English. Students will continue to develop their vocabulary and punctuation skills in order to construct complex sentences and simple paragraphs. This course will be coordinated with the same section of the ESOL Level 2 reading course (ESL 10-052). This course does not satisfy degree requirements. Prerequisite: ESL 10-061 or placement test

ESL 10-063 ESOL INTERMEDIATE WRITING LEVEL 3***4 CREDITS**

This course is designed for students who have a low-intermediate writing ability in English. Students will learn to organize and write a well developed paragraph. Note: Registration for this course will be coordinated with the same section of the ESOL Level 3 reading course (ESL 10-053). This course does not satisfy degree requirements. Prerequisite: ESL 10-062 or placement test

ESL 10-064 ESOL INTERMEDIATE WRITING LEVEL 4***4 CREDITS**

This course is designed for students who have a high-intermediate writing ability in English. Emphasis will be placed on using correct punctuation and grammar to write well developed paragraphs and compositions which state opinions and provide facts to support the student's position. Note: Registration in this course will be coordinated with the same section of the ESOL Level 4 reading course (ESL 10-054). This course does not satisfy degree requirements. Prerequisite: ESL 10-063 or placement test

ESL 10-065 ESOL ADVANCED WRITING LEVEL 5***4 CREDITS**

This course is designed for students who have a low advanced writing ability in English. Students will learn how to write compound and complex sentences using appropriate connectors and punctuation, within the structure of several types of well developed paragraphs. Note: Registration in this course will be coordinated with the same section of the ESOL Level 5 reading course (ESL 10-055). This course does not satisfy degree requirements. Prerequisite: ESL 10-064 or placement test

Note: All ESOL Writing Courses require a grade of C or better for advancement to the next level (see page 128.)

ESL 10-066 ESOL ADVANCED WRITING LEVEL 6***4 CREDITS**

This course is designed for students who have a high-advanced writing ability in English. Students will learn to write a variety of well organized paragraphs using advanced vocabulary, correct grammar, correct punctuation, and a variety of sentence structures. This is the last course in the ESOL writing sequence, and will help prepare students for English Department courses. Note: Registration in this course will be coordinated with the same section of the ESL Level 6 reading course (ESL 10-056). Prerequisite: ESL 10-065 or placement test

ESL 20-097 BASIC CONCEPTS IN BUSINESS**3 CREDITS**

This course introduces high intermediate/advanced ESOL and developmental English students to various business topics including the fundamentals of U.S. business organizations, federal income taxes, marketing and consumer protection and banking basics. The course will provide English skills development and will explore career opportunities in the business area with particular emphasis on the training and education requirements necessary to successfully meet future career goals. Prerequisite: ENG 10-097, ESL Levels 4-6, ESOL Levels B-D, or concurrent ENG 10-096.

ESL 30-097 SURVEYING EARLY CHILDHOOD EDUCATION**3 CREDITS**

This course introduces high intermediate/advanced ESOL and Developmental English students to Early Childhood Education. Topics include child growth and development, curriculum planning, expressive arts, guidance, and parenting. The course will provide both English skills development and will explore training and career options. Prerequisite: ENG 10-097 or ESL Levels 4-6, or concurrent ENG 10-096.

HUM 30-100 INTRODUCTION TO MUSIC**3 CREDITS**

The Introduction to Music course will foster an understanding and appreciation of music in the broadest sense. Students will learn to recognize and differentiate the medium employed to express music such as the human voice and an array of musical instruments. They will appreciate that music has expressed the emotions and ideals of humanity in all places at all times. Representative examples of musical forms, historical periods, and a broad spectrum of global cultures will be used to teach students that musical culture is universal. Prerequisite: None

HUM 30-101 INTRODUCTION TO VOCAL AND CHORAL MUSIC I**3 CREDITS**

Introduction to Vocal and Choral Music I will emphasize the teaching of vocal skills such as breath support, vocal warm-up, singing in tune, note reading and performance. This will lead students who want to learn to sing for the first time in their life or who already sing well and want to improve their skills to develop their ability to sing with skill and confidence both alone and in a group. The basic singers skills that are taught in addition to the vocal technique include cooperation, blending of vocal sound and following the conductor's tempo, dynamics, and style. Prerequisite: HUM 30-101

HUM 30-102 INTRODUCTION TO VOCAL AND CHORAL MUSIC II**3 CREDITS**

Introduction to Vocal and Choral Music II will continue to teach basic vocal skills such as breath

support, vocal warm-up, singing in tune, note reading with and emphasis on performance including advanced vocal skills. In Introduction to Vocal and Choral Music II, students will act as role models for Introduction to Vocal and Choral Music I. Students may be called upon to assist the instructor in preparation of both rehearsal and performance including choosing repertoire. Advanced performing skills will include an expansion of the singer's vocal and dynamic range, greater sensitivity to interpretation. Students in the Introduction to Vocal and Choral Music I and II need to share the simultaneous period so that each can learn from one another. Prerequisite: HUM 30-101

HUM 30-103 FUNDAMENTALS OF MUSIC THEORY I

3 CREDITS

Fundamentals of Music Theory I is designed to provide students with the basic knowledge and skills of music reading, writing, and analysis including: notation in all three clefs, reading of the letter names, syllables in both fixed "do" and relative "do", and numbers, the reading and writing of key signatures and scales in sharp and flat keys (both major and minor keys) as well as harmonic progressions, instrumentation, and other general knowledge leading to a better understanding of how music works. Students will analyze melodic, rhythmic, and choral construction of selected simple pieces representing various musical traditions from around the world. Prerequisite: ENG 10-097

HUM 30-104 FUNDAMENTALS OF MUSIC THEORY II

3 CREDITS

Fundamentals of Music theory II builds on Music Theory I. The emphasis is placed on meeting the standards of advanced music theory placement exams for four year colleges and universities. This course will further develop the students' skills of music reading, writing and analysis. Students will continue their analysis of more complex musical pieces from a variety of musical traditions employing both European and non-European forms of analysis. Prerequisite: HUM 30-103

HUM 30-105 PIANO KEYBOARD I

3 CREDITS

The Piano Keyboard I course will introduce basic Piano Keyboard skills: fingering patterns in both left and right hands separately and together. The course will employ the notes played by the five fingers plus an extension of one note above and below. Emphasis will be placed on reading as well as the use of the I-IV-V7 harmonic progression. Supportive piano literature will be found in the piano text which not only teaches basic skills but adds pleasure and builds appreciation of piano repertoire. Prerequisite: None

HUM 30-106 BLACK MUSICAL STYLES AS STATEMENTS OF AMERICAN CULTURE

3 CREDITS

Students will investigate African American musical styles from a historical perspective including religious and secular traditions as a means for appreciating their contribution to the development of American music. The period under discussion will range from the days of slavery to the present. The music of these periods will be analyzed for its musical content, its relationship to social issues, and its impact on the musical culture of America. Prerequisite: ENG 10-097

HUM 30-107 PIANO KEYBOARD II

3 CREDITS

Piano Keyboard II builds on the skills developed in Piano Keyboard I. The piano pieces will extend the range to four octaves, add techniques such as grace notes, Blues, and new choral progressions, as well as

the rhythmic complexity found in classical popular tunes. Piano Keyboard II will complete the piano textbook and add selected solo pieces for piano from the John Thompson Piano Book II Prerequisite: HUM 30-105

HUM 30-108 WORLD MUSIC

3 CREDITS

The World Music course will foster an understanding and appreciation of music around the world especially non-Western music. Students will explore the music of the Americas, Africa, the Middle East, East Asia and the Indian sub-continent. The music of the many cultures represented by the students on campus will form the nucleus of those which will be studied. Students will learn how music express each group's sociological, historical and geographical relationship to music of other cultures. They will recognize and differentiate the way the human voice and traditional instruments express the culture of people around the world. Representative examples of musical forms and historical periods will be used to teach the students to appreciate that music has expressed the emotions and ideals of humanity in all places at all times. Prerequisite: ENG 20-097

HUM 40-101 ELEMENTS OF THE PERFORMING ARTS

3 CREDITS

This course introduces students to the fundamental elements of musical and theatrical styles and provides an exploration of how the performing arts have been used to reflect the ideas, aspirations and direction of various cultures. Students will examine the role and function of the performing arts in various cultures. Prerequisites: ENG 10-097

HUM 40-102 ACTING I

3 CREDITS

A course designed to introduce students to techniques that cover the scope of theatrical performance. Students will study and practice various modes of performance, i.e., mime, movement, dialog, characterization, and improvisation. Prerequisite: ENG 10-097

HUM 40-103 ACTING II

3 CREDITS

This course is designed to take students further in their exploration of the skills and challenges of the art of acting with an emphasis on the variety of ways acting is practiced in different cultures. Students will read basic texts on acting, including works of Stanislavski, Brecht, and Chekhov. The focus of the course is on the development of characters and working with texts which include poetry, monologues from plays, and dramatic scene study. Students will be introduced to costumes and are required to participate in a variety of workshop activities in class. Prerequisite: HUM 40-102

HUM 40-201 HISTORY OF THE THEATER

3 CREDITS

This course is designed to introduce students to the historical development of theater. Students will examine the techniques, terminologies, and characteristics of Greek, Eastern Roman, Medieval Renaissance, Pre-Modern, Modern, African, and Afro-American theater. Prerequisite: ENG 10-097

HUM 40-202 ACTING FOR STAGE AND TELEVISION

3 CREDITS

This course is designed to further students' understanding of the skills and challenges of acting. Students will learn the methods and techniques of acting for stage and television, the terminology specific to

Theater (40)

stage and television acting, theatrical approaches to character development, on-air narration and performing, philosophies of acting, and basic voice, articulation, and movement techniques. Students are required to participate in the performance of selected scenes on stage and on camera. Prerequisite: ENG 20-101 and HUM 40-102

HUM 40-230 DIRECTED STUDIES IN THEATER**3 CREDITS**

This course is open only to a limited number of students in any one semester and requires research, study, and participation in theater projects outside the classroom. Requires consultation with and approval from a theater faculty advisor. A written project (minimum of 15 pages) will be required. Prerequisite: HUM 40-102, HUM 40-242, ENG 20-101

HUM 40-231 THEATER ARTS INTERNSHIP**3 CREDITS**

The internship is designed to enable students with a concentration in the theater to earn three (3) credits for a semester's internship in community, commercial and regional theater projects outside of the College. The student will be required to participate in the internship for a minimum of eight (8) hours to a maximum of ten (10) hours per week for the duration of the semester. Prerequisite: HUM 40-102, HUM 40-242, ENG 20-101

HUM 40-242 BACKSTAGE I**3 CREDITS**

An introduction to all of the behind-the-scenes elements which go into the production of a play, this course will examine the roles and responsibilities of the director, stage manager and costume, set, and lighting designers in the creation of a stage production. Prerequisite: ENG 10-097, HUM 10-141 or HUM 10-148

HUM 40-243 BACKSTAGE II**3 CREDITS**

As a continuation of Backstage I, students will further develop their understanding of the elements that support the production of a staged performance. Prerequisite: HUM 40-242

HUM 40-244 BLACK THEATRICAL STYLES AS STATEMENTS OF AMERICAN CULTURE**3 CREDITS**

Students will investigate the history of African-American Theatrical Styles as a means of interpreting American Culture. Periods to be studied include the Antebellum Period: American Theater in the early 1800's, Birth of the Minstrel show: Post Civil War Period: Harlem Renaissance, works of Paul Robeson, Langston Hughes, and others: Influences of early film on Black Images of America, Race movies of the 20's, 30's, and 40's: The Civil Rights Period: The New Black Pioneers in theatre of the 50's & 60's: Theatre of Protest and the Birth of Black Theatre Companies: Present trends in Black American Theatre from the Black Exploitation in films of the 70's to the Black Entertainer as a force of power in the 80's: as well as a global look at Black Images in theatre. The theatre of these periods will be analyzed for its theatrical content, its relationships to social issues and its impact on the theatrical culture of America.

HUM 50-101 LOGIC FOR EVERYDAY USE**3 CREDITS**

The ability to differentiate between valid and invalid reasoning is a valuable tool for all individuals. In this course, students will develop skills to strengthen their own thinking and communicating processes

and to recognize and analyze the logic of information encountered in everyday life. Prerequisite: ENG 10-097

HUM 50-102 HUMAN CONDUCT AND VALUES

3 CREDITS

In this course students will explore a variety of theories and practices relative to the question of conduct and moral judgment including Utilitarianism, Hedonism and Marxism. Students will consider their own system of ethics and morals as they discuss current topics such as, racism, disciplining children, abortion, capital punishment, sex, and world hunger. Prerequisite: ENG 10-097

HUM 50-103 INTRODUCTION TO HUMANITIES

3 CREDITS

An examination of the different ways that various cultures have expressed their humanity through philosophy, art and social mores is the central theme of this course. Students will explore the ideas of traditional Indian, Chinese, and African cultures, and will use this information to gain a greater understanding and appreciation for their own culture and the culture diversity of today's global village. Prerequisite: ENG 10-097

HUM 50-104 IMAGES OF BLACK AMERICAN IN WESTERN CULTURE

3 CREDITS

This course will trace the historical development of stereotypic and negative images of Black Americans, particularly in the media, and will examine the psychological impact of those images on African Americans and other individuals in our society. In addition, the course will acknowledge renowned African American individuals and social movements that have contributed to the development of our society. Prerequisite: ENG 10-097

HUM 60-107 INTRODUCTION TO ART

3 CREDITS

Through an examination of visual arts, students enrolled in this course will develop an understanding and appreciation for the artistic expression of a number of different cultures including: African, Asian, European, Hispanic, and North American. Students will explore basic artistic elements common to all visual arts such as design, color, style, etc. Prerequisite: ENG 10-097

HUM 60-108 ART HISTORY AND APPRECIATION I

3 CREDITS

A survey of the visual arts covering a variety of artistic and cultural styles is the focus of this course. With an emphasis on the role of perception, students will explore the art of Africa, Egypt, India, China, Japan, Greece, as well as Medieval and Renaissance art and will discuss the impact of each of these styles or periods on Western Civilization. Prerequisite: ENG 10-097

HUM 60-109 ART HISTORY AND APPRECIATION II

3 CREDITS

As a continuation of HUM 60-108, students enrolled in this course will examine the artistic styles from the Renaissance through contemporary art forms. Prerequisite: ENG 10-097, HUM 60-108

HUM 60-118 PHOTOGRAPHY I

3 CREDITS

A study of the methods and techniques of black and white photography including camera use, film development, print mounting and critical evaluation photographs. This course also examines various

educational and social aspects of photography. Guest lecturers offer their expertise on specific photo techniques. Students will use cameras and a photographic darkroom which are provided as part of the course. Prerequisite: ENG 10-097

HUM 60-118 INTRODUCCION A LA FOTOGRAFIA I

3 CREDITOS

El curso introduce al alumno a las tecnicas basicas de la fotografia a traves del manejo de la camara de 35 milimetros. Se estudian las tecnicas del encuadre, composicion, manejo de filtros, objetivos, profundidad de campo y la utilizacion de diversos tipos de peliculas. El curso no utiliza el laboratorio o cuarto oscuro. Prerequisite: LAN 20-106 o prueba de ubicacion

HUM 60-119 PHOTOGRAPHY II

3 CREDITS

In this course, students will explore in depth a variety of photographic media including slide tapes, film-strips, film, and magazine photography in relationship to both social and educational utility. Through field trips and classroom photographic materials, students will explore a variety of ways in which photographic images are used to convey ideas and communicate messages. Students are required to complete a photo project in order to demonstrate the use of photography as a communication tool. Prerequisite: HUM 60-118

HUM 60-119 INTRODUCCION A LA FOTOGRAFIA II

3 CREDITOS

El curso amplia la tecnica desarrollada en el curso de fotografia HUM 60-118 en cuanto al manejo de la camara de 35 mm. En adiccion, introduce al alumno a las tecnicas basicas del laboratorio fotografico revelado, impresion y montaje de fotos. Pre-requisito: HUM 60-118

HUM 60-126 DRAWING I

3 CREDITS

Students enrolled in this hands-on course will explore the use of basic drawing techniques. Topics include the use of perspective, proportion, and the achievement of realism in drawing. Prerequisite: None

HUM 60-127 DRAWING II

3 CREDITS

As a continuation of HUM 60-126, students will refine their use of perspective, proportion and realism to create unified pictorial compositions. Prerequisite: HUM 60-126

HUM 60-128 SCULPTURE I

3 CREDITS

This course introduces students to a variety of sculpture techniques including molding, casting, construction in plaster, wax and clay, and the basics of wood carving. Prerequisite: None

HUM 60-129 SCULPTURE II

3 CREDITS

This course continues to build on the skills and techniques first introduced in HUM 60-128. Students will experience a variety of materials used to create three dimensional sculpture, and will further refine their ability to express their personal creativity through sculpture. Prerequisite: HUM 60-128

HUM 60-130 PAINTING I

3 CREDITS

Students enrolled in this course will explore the color theory, the use of color throughout history and the application techniques for watercolor, acrylic, and oil paints. Prerequisite: None

HUM 60-131 PAINTING II**3 CREDITS**

An advanced analysis of both traditional and contemporary styles of painting in a variety of mediums is the focus of this hands-on course. Students will continue to develop their painting style and technique as a means of expressing their personal aesthetics and creativity through studio practice. Prerequisite: HUM 60-130

HUM 60-142 AFRICAN ART**3 CREDITS**

With an emphasis on the influence of traditional African art on contemporary African and New World art styles, this course will survey the historical development of African art. Students are required to complete an in-depth research assignment covering an artistic group of artists or a particular artistic style. Prerequisite: None

HUM 60-144 ELEMENTS OF ART & DESIGN**3 CREDITS**

This course provides an introduction to the elements of art and design. Students enrolled in this course will develop an appreciation for the visual processes through which seemingly unrelated experiences, ideas, concepts and materials are brought together to form connections through various design elements. Prerequisite: None

HUM 60-145 CERAMICS**3 CREDITS**

Students enrolled in this course will explore a variety of ceramic materials, equipment and techniques. Prerequisite: None

HUM 60-146 LATIN-AMERICAN ART**3 CREDITS**

This course provides a Survey of Latin American art from Pre-Columbian times to the Modern Age. Architecture, paintings, sculpture, and crafts are discussed with regard to their individual merit and their impact on succeeding styles of Latin American Art. Prerequisite: None

HUM 60-146 ARTE LATINO-AMERICANO**3 CREDITOS**

Basado en el estudio de las bellas artes latino-americanas desde la epoca pre-columbina hasta la moderna. La arquitectura, la pintura, la escultura, y la artesanía se discutirán tomando en cuenta el impacto que han causado en los sucesivos estilos latino-americanos y enfocando el merito intrínseco de cada manifestación estética. Pre-requisito: Ninguno

HUM 60-226 ADVANCED DRAWING**3 CREDITS**

Students will continue to refine their creative expression based on the concepts and techniques acquired in HUM 60-126 and HUM 60-127, with a focus towards developing professional artistic standards. Prerequisite: HUM 60-127

HUM 70-101 MODERN DANCE I**3 CREDITS**

The techniques of dance as taught through discipline of muscular control and rhythm awareness are the focus of this course. Students will explore the concepts and techniques of classical ballet as the foundation for other dance styles including modern jazz and ethnic dance. Prerequisite: None

HUM 70-102 MODERN DANCE II**3 CREDITS**

A continuation of Modern Dance I, students will strengthen their muscular control and sense of rhythm through exercises and dance movements that call upon the techniques and styles of a number of dance forms. Prerequisite: HUM 70-101

LANGUAGES (LAN)

Grammar (05)

LAN 05-101 APPLIED GRAMMAR 1 (LEVEL C)**6 CREDITS**

This is an advanced English Language course for students who have a strong foundation in spoken English. Students will participate in speaking activities which will enable them to practice using advanced grammatical structures and functions and apply them in a variety of contextual situations. Students will also work with a variety of listening materials in order to improve their listening comprehension. Prerequisite: ESL 05-032 or Placement Test

LAN 05-102 APPLIED GRAMMAR II (LEVEL D)**6 CREDITS**

This is an advanced English language course for students who have a strong foundation in spoken English. Emphasis will be on academic use of grammatical structures which will be practiced in contextual conversation activities. Students will be able to be exposed to lectures where they have to take notes for class discussion. Prerequisite: ESL 05-033 and LAN 05-101 or Placement Test

Spanish (20)

LAN 20-101 SPANISH I**3 CREDITS**

Addressing beginning Spanish for non-Spanish speakers, this course focuses on developing basic vocabulary, grammar, and pronunciation skills through reading, listening and speaking exercises. Students will be introduced to the cultures of Spanish speaking countries. Prerequisite: None

LAN 20-102 SPANISH II**3 CREDITS**

Addressing Spanish for non-Spanish speakers, this course focuses on developing aural and oral communication skills through guided conversation, and classroom reading and writing assignments. Increased emphasis is placed on contemporary issues in Spanish speaking countries. Prerequisite: LAN 20-101 or placement test

LAN 20-105 SPANISH LANGUAGE ARTS I (DESTREZAS LINGÜÍSTICAS I) 4 CREDITS (4 CREDITOS)

This course is designed to develop Spanish language reading and writing skills for native Spanish speakers. Emphasis is placed on developing general reading skills, reading for content, writing as a means of communicating ideas and oral communication. (Este curso preparará al estudiante en las destrezas básicas de lectura, escritura y comunicación oral necesarias para el estudiante que comienza estudios universitarios.) Prerequisite: Spanish placement test for native speakers. Pre-requisito: Prueba de ubicación

LAN 20-106 SPANISH LANGUAGE ARTS II (DESTREZAS LINGÜÍSTICAS II) 4 CREDITS (4 CREDITOS)

As a continuation of the content taught in LAN 20-105, this course is designed to further develop Spanish language skills for native Spanish speakers. Emphasis is placed on reading and writing at the college level. Topics include developing strong reading and study skills, writing college level essays and term papers and effective classroom participation skills. Prerequisite: LAN 20-105 or Spanish placement

ment test for native speakers (Este curso desarrollara en el estudiante las habilidades linguisticas necesarias para lograr el exito en los cursos universitarios en espanol: preparandolos para pensar criticamente, expresarse correctamente y escribir ensayos y trabajos de investigacion.) Pre-requisito: LAN 20-105 o Prueba de ubicacion

LAN 20-201 SPANISH III/ INTERMEDIATE

3 CREDITS

This course emphasizes active review and skill development of Spanish grammatical structure through speaking, understanding, writing and reading short stories and literary excerpts in Spanish. Prerequisite: LAN 20-102 or placement test

LAN 20-202 SPANISH IV/ INTERMEDIATE

3 CREDITS

Students will refine their oral communication skills through conversation, debates, small group work, and individual projects. The course highlights the analysis and discussion of modern masterpieces of Hispanic literature and films in order to advance oral and written communicative competency in Spanish. Prerequisite: LAN 20-201 or placement test

LAN 20-203 LATIN-AMERICAN LITERATURE (LITERATURE HISPANOAMERICANA)

3CREDITS

(3 CREDITOS)

This course, conducted in Spanish, surveys Latin American literary works covering a variety of literary styles and cultures. (Panorama de obras literarias hispanoamericanas. Ofrecida en espanol.) Prerequisite: LAN 20-106 or LAN 20-102 or placement test Pre-requisito: LAN 20-106 or LAN 20-102 or prueba de ubicacion

LAN 20-204 CARIBBEAN LITERATURE (LITERATURA DEL CARIBE)

3 CREDITS (3 CREDITOS)

This course provides a study of important literary works from the Spanish-Speaking Antilles in Spanish. The course takes into consideration social relations, economics, and politics of the Caribbean region. (Un estudio de obras literarias importantes de las Antillas espanolas. El curso toma en cuenta las relaciones sociales, economicas y politicas del Caribe. Ofrecida en espanol.) Prerequisite: LAN 20-106 or LAN 20-102 or placement test Pre-requisito: LAN 20-106 or LAN 20-102 or prueba de ubicacion

French (30)

LAN 30-101 FRENCH I

3 CREDITS

Addressing beginning French for non-French speakers, this course focuses on developing basic vocabulary, grammar, pronunciation and syntax skills. Students will be introduced to the cultures of French speaking countries. Programmed audio tapes are available for student's use. Prerequisite: None

LAN 30-102 FRENCH II

3 CREDITS

Students enrolled in this course will further develop their listening comprehension, reading and writing skills in the French language. Through the use of audiotapes, videotapes and classroom discussion, students will explore contemporary issues in French speaking countries. Students will use the Language Learning Laboratory to complete classroom exercises and record their progress in vocabulary and grammar development. Prerequisite: LAN 30-101 or placement test

LAN 30-105 FRENCH LANGUAGE ARTS I (DYNAMISME LINGUISTIQUE)**4 CREDITS**

This course addresses French for native French or French/Creole speakers who need to strengthen their native language competency. Students will develop strong skills in reading, writing and grammatical structure as a means of preparing them for learning English and acquiring the skills necessary for academic success at the college level. (Pour les étudiants de langue Française ou des Haïtiens, ce cours apprend à l'étudiant à lire et à correctement en insistant sur la syntaxe.) Prerequisite: Placement test

LAN 30-106 FRENCH LANGUAGE ARTS II (DYNAMISME LINGUISTIQUE)**4 CREDITS**

This course addresses advanced French linguistic skills development for native French and French/Creole speakers preparing for college-level coursework offered in the French language. This course focuses on college-level reading study skills development, writing essay and term papers, and effective classroom participation skills. Prerequisite: Placement test

LAN 30-201 FRENCH II/ INTERMEDIATE**3 CREDITS**

This course emphasizes speaking, listening, reading and writing with a review of grammar necessary to support and develop these communicative skills. Students will become acquainted with French literature, culture and civilization. Prerequisite: LAN 30-102 or placement test

LAN 30-202 FRENCH IV/ INTERMEDIATE**3 CREDITS**

This course focuses on increasing conversational ability and listening comprehension through discussion of practical communicative situations, and contemporary French culture, ideas and daily business practices. Learning Resource Center materials are available for student use in support of this course. Prerequisite: LAN 30-201 or placement test

LAN 30-204 FRENCH-AFRICAN LITERATURE**3 CREDITS**

This course provides a study of major works of French-speaking writers of Africa and the Antilles. Poetry and novels from Senegal, Haiti, Martinique and Guadelupe are read and discussed with an emphasis on such authors as Césaire, Senghor, Roumain, Damas and Fanon. Prerequisite: LAN 30-102 or placement test

LAN 30-205 FRENCH 111/INTERMEDIATE**3 CREDITS**

This course is designed for students whose major is business with a good command of French grammar and a strong reading ability or students from Francophone countries with the socio-cultural background and practical skills to help them to function and communicate effectively in a business environment in a French-speaking country. Writing and understanding business letters, learning and specialized language of French commerce, and gaining awareness of the current French business environment will be essential elements of the course. Course materials include current newspaper and magazine articles which focus on practices, customs which make French business different from its American counterpart. Prerequisite: LAN 30-102 or Placement Test

LAN 40-101 APPLIED GRAMMAR I**5 CREDITS**

This course is an advanced ESOL course for students who have a strong foundation in spoken English. Students will participate in speaking activities which will enable them to practice using advanced

grammatical structures and functions and apply them in a variety of contextual situations. Students will also work with a variety of listening materials in order to improve their listening comprehension. Prerequisite: ESL 10-044 or placement test

LAN 40-102 APPLIED GRAMMAR II

5 CREDITS

This is an advanced ESOL course for students who have a strong foundation in spoken English. Emphasis will be on academic use of grammatical structures which will be practiced in contextual conversation activities. Students will be exposed to lectures where they have to take notes for class discussion. Prerequisite: LAN 40-101, or placement test

MATHEMATICS (MAT)

MAT 10-096 ESSENTIAL MATHEMATICS

5 CREDITS

This course is designed for students who need work in basic mathematics. Topics include operations of whole numbers, place values in decimal number systems, word problems, factors and multiples of whole numbers as well as an introduction to fractions, decimals, and percentages. This course does not satisfy degree requirements. Prerequisite: Placement test

MAT 10-096 MATEMATICA ESENCIAL

5 CREDITOS

Este curso esta disenado para los estudiantes que necesitan mejor base matematica. Repaso de operaciones de numeros enteros, sistema de numeracion decimal y valor de numeros en distintas posiciones, problemas de palabras, factores y multiplos de numeros enteros. Tambien se introduciran las fracciones, los decimales y los porcentajes. Este curso no satisface ningun requisito para la graduacion. Pre-requisito: Prueba de ubicacion

MAT 10-097 BASIC MATHEMATICS

5 CREDITS

Basic Mathematics topics include arithmetic operations with whole numbers, decimals and fractions, ratios and proportions, rates, percentages notation, and applications of percentages through sales tax, interest, commission, and discounts, determining numerical averages, median, exponents, square roots, measures including the metric and decimal system, and geometry. This course does not satisfy degree requirements. Prerequisite: MAT 10-096 or placement test

MAT 10-097 MATEMATICA BASICA

5 CREDITOS

En este curso se trabajara con operaciones aritmeticas con numeros enteros, decimales y fracciones. Tambien se trabajara con razones y propociones, porcentajes, appicaciones de porciento (impuestos a la venta, interes, comision y descuento), promedios, medias, exponentes, raices cuadradas y los diferentes sistemas de medidas. Pre-requisitos: MAT 10-096 o prueba de ubicacion

MAT 11-098 INTRODUCTORY ALGEBRA

5 CREDITS

This course is a continuation of MAT 10-097, Basic Mathematics, Topics include signed numbers, decimal numbers and exponential notation, scientific notation, solving and graphing linear equations, an introduction to polynomials, systems of linear equations, and their graphs. Geometrical topics include lines and angles, closed curves and convex polygons, triangles and similarities, and symmetry and

Note: All mathematics courses require a grade of C or better for advancement to the next level of mathematics.

proportion in nature and art. This course does not satisfy degree requirements. Prerequisite: MAT 10-097 or Placement Test

MAT 11-098 ALGEBRA UNO

5 CREDITOS

Es la continuacion de MAT 10-097, Matematica Basica. Los topicos incluyen numeros con signos, decimales y notacion exponencial, notacion cientifica, resolucion y trazado de graficas de ecuaciones lineares, introduccion a los polinomios, sistemas de ecuaciones lineares y sus graficas. Los topicos de geometria incluyen lineas y angulos, curvas cerradas y poligonos convexos, triangulos y similitudes, y simetria y proporcion en la naturaleza y el arte. Este curso no satisface ningun requisito para la graduacion. Pre-requisito: MAT 10-097 or prueba de ubicacion

MAT 10-099 INTERMEDIATE ALGEBRA

5 CREDITS

This course is designed for students who want to continue the study of algebra. Topics in this course include polynomial arithmetic, factoring, roots and radicals, quadratic equations and the quadratic formula, and solving word problems. This course does not satisfy degree requirements. Prerequisite: MAT 11-098 or placement test

MAT 10-099 ALGEBRA INTERMEDIA

3 CREDITOS

Es una continuacion del estudio del algebra. Los topicos incluyen operaciones aritmeticas con polinomias, factorizacion, raices y radicales, ecuaciones cuadraticas y la formula cuadratica y problemas de palabras. Este curso no satisface ningun requisito para la graduacion. Pre-requisito: MAT 11-098 or prueba de ubicacion

MAT 10-102 COLLEGE ALGEBRA

3 CREDITS

This course provides an introduction to sets, number systems, relations and functions, range and domain, inequalities, complex number systems, mathematical induction, conic sections and their graphs. Prerequisite: Math 10-099 or placement test

MAT 10-118 LOGARITHMS AND TRIGONOMETRY

3 CREDITS

An introduction to the exponential, logarithmic, and trigonometric functions is the focus of this course. Applications include population growth, radioactive decay and operations with vectors. Trigonometric identities, the laws of sines and cosines and facility with the scientific calculator are stressed. This course is normally taken concurrently with MAT 20-201. Prerequisite: MAT 10-102

MAT 10-120 INTRODUCTORY STATISTICS

3 CREDITS

Introductory Statistics is a non-calculus based, descriptive statistics course with applications. Topics include: methods of collecting, organizing and interpreting data; measures of central tendency, position and variability for grouped and ungrouped data; frequency distributions and their graphical representations; and introduction to the probability theory, standard normal distribution, and areas under the curve. Prerequisite: MAT 10-099 or placement test

MAT 20-201 CALCULUS I (WITH APPLICATIONS)

4 CREDITS

This course provides an introduction to the concepts of limits, the definition of the derivative, the

differentiation of algebraic functions, the rules of differentiation, implicit differentiation, applications of the derivative to physics and economics, Newton's method of solving equations, and the derivatives of transcendental functions. Graphing calculators will be used as an aid to understanding graphs. Prerequisite: MAT 10-102

MAT 20-203 CALCULUS II (WITH APPLICATIONS)

4 CREDITS

A continuation of MAT 10-201. Topics include: the definition of the integral as a Riemann sum, the Fundamental Theorem of Calculus, area of a region between two curves, volumes of revolution by disk and shell methods, other applications of integration, Simpson's and Trapezoidal Rules for areas, integration by parts, integration by tables, and improper integrals. Prerequisite: MAT 20-201

MAT 20-205 CALCULUS III

4 CREDITS

A continuation of MAT 20-203, course topics include solid analytic geometry, partial differentiation, implicit function theory, polar coordinates, multiple integrals, and convergence of infinite series. Prerequisite: MAT 20-203

MAT 20-244 ORDINARY DIFFERENTIAL EQUATIONS

3 CREDITS

This course examines the methods of solving differential equations and applications of differential equations in engineering and science. Topics include: equations of the first order, higher order equations, series solutions, and an introduction to partial differential equations. Prerequisite: MAT 20-202

NURSING (NUR)

NUR 10-100 CLINICAL CALCULATIONS

1 CREDIT

This course is designed for the beginning student in the clinical sequence of the nursing program. It reviews the basic arithmetic skills required to compute common clinical calculations. These include decimals, simple fractions, percentages, ratios, and proportions. The course also covers the apothecaries and metric systems of weights and measures. The focus of this course is on the computation of dosages for oral and parenteral medications. Emphasis is placed on the application of skills necessary to compute dosages for infants and children, and on the calculation of intravenous infusions and medications. Prerequisite: Completion of the nursing preparatory sequence and achievement on the pre-admission examination at the ENG 20-101, SCI 20-105, SCI 20-201, SSI 35-122 Concurrent: NUR 10-111, ENG 20-102, SCI 20-202, SSI 35-209

NUR 10-111 FUNDAMENTALS OF NURSING

6 CREDITS

This course is designed to introduce students to the nursing process with special emphasis on the assessment and diagnosis of the basic human needs of the adult client. Acquisition of scientific principles and basic nursing concepts comprise the theory portion of this course. Students are introduced to the roles and responsibilities of the associate degree nurse, and learn to develop critical thinking skills necessary for a career in nursing. Basic nursing skills are demonstrated and practiced in the nursing laboratory. A clinical nursing practice experience includes selected observations, hospital/community experiences, and use of the nursing skills laboratory. Prerequisites: Completion of the Nursing Preparatory sequence

Note: Clinical nursing courses are sequential and cannot be completed in less than two years. Students enrolled in clinical courses are required to obtain a yearly physical examination, professional liability insurance, health insurance, and CPR certification.

and achievement on the pre-admission examination. ENG 20-101, SCI 20-201, SCI 20-205, SSI 35-122. Concurrent: NUR 10-100, ENG 20-102, SCI 20-202, SSI 35-209.

NUR 10-112 MEDICAL-SURGICAL NURSING I

5 CREDITS

This course builds on the framework presented in Fundamentals of Nursing. Students will expand their understanding and use of the nursing process to meet the health care needs of the adult client. Major emphasis is placed on common recurring medical/surgical health problems. Nursing theory is correlated with concepts from the biological, pharmacological and social sciences. Clinical hospital practice is provided on an adult inpatient surgical unit. Clinical nursing practice includes selected observations, hospital/community experiences, and the nursing skills laboratory. Prerequisite: NUR 10-100, NUR 10-111, ENG 20-102, SCI 20-202, SSI 35-209, SCI 20-204 or concurrent. Concurrent: NUR 10-113

NUR 10-113 SEXUALITY AND REPRODUCTIVE HEALTH CARE THROUGHOUT THE LIFE CYCLE

5 CREDITS

This course provides the theoretical foundation and clinical experience needed to care for clients in the areas of sexual and reproductive health. Students will expand their understanding and the use of the nursing process to meet the health care needs of the childbearing family. The course examines the social-culture ramifications of sexuality in health and illness, explores how issues of sexuality impact upon the nurse-client relationship and focus on the promotion of sexual and reproductive health from a growth and development perspective. Clinical nursing practice includes selected observations, hospital/community experiences and the nursing skills laboratory. Prerequisite: NUR 10-100, NUR 10-111, ENG 20-102, SCI 20-202, SSI 35-209, SCI 20-204 or concurrent. Concurrent: NUR 10-112

NUR 10-211 NURSING IN MENTAL HEALTH

4.5 CREDITS

This course introduces the student to the care of clients with common health disorders. Students will expand their understanding and use of the nursing process to meet the health care needs of the mentally ill client. Clinical nursing practice includes selected observations, hospital/community experience and the nursing skills laboratory. Prerequisite: NUR 10-112, NUR 10-113, SCI 20-204 Concurrent: NUR 10-212

NUR 10-212 MEDICAL-SURGICAL NURSING II

4.5 CREDITS

This course builds on Medical-Surgical Nursing I. Students continue to correlate nursing theory to concepts from the biological, pharmacological and social sciences. Students will expand their understanding and use of the nursing process to meet the health care needs of the adult client. Clinical nursing practice includes selected observations, hospital/community experiences, and the nursing skill laboratory. Prerequisite: NUR 10-112, NUR 10-113, SCI 20-204 Concurrent: NUR 10-211

NUR 10-213 PROFESSIONAL ISSUES IN NURSING

2 CREDITS

This course emphasizes the non-clinical aspects of professional nursing. Building on the students' acquired knowledge of the history and development of nursing as a profession, this course presents legal, ethical, and bio-ethical concerns in health care. Career opportunities in nursing, preparing for the job

market, and associations are additional topics covered in this course. Prerequisite: NUR 10-211, NUR 10-212 Concurrent: NUR 10-214

NUR 10-214 COMPREHENSIVE NURSING CARE OF ADULTS, CHILDREN AND THEIR FAMILIES
9 CREDITS

In this course, students are expected to integrate all knowledge and skills from the lower level courses. Students will apply the nursing process to the adult and pediatric client with complex alterations in basic human needs. Normal human growth and development of the pediatric client is considered. Clinical nursing practice includes selected observations and hospital/community experiences. Prerequisite: NUR 10-211, NUR 10-212 Concurrent: NUR 10-213

**OFFICE TECHNOLOGY
(OFT)**

Keyboarding (10)

OFT 10-101 KEYBOARDING I **3 CREDITS**

Designed for students with little or no previous typewriting experience, this course focuses on developing correct typewriting techniques, accuracy, and speed. Emphasis will be given to developing proficiency in centering, setting tabulations, and typing a variety of materials including: memoranda and business letters. Prerequisite: None

OFT 10-102 KEYBOARDING II **3 CREDITS**

This course is a continuation of Keyboarding I. Students will focus on production typing of letters, memos, reports, memoranda, forms, etc. Through drill and practice, students will perfect their stroking techniques with improved speed and accuracy. Emphasis is given to correct preparation and production of materials typically found in an office environment. Prerequisite: OFT 10-101, ENG 10-097

OFT 10-103 KEYBOARDING I & II (INTENSIVE) **6 CREDITS**

This intensive typewriting course covers the skills and techniques needed for the development of fast accurate typewriting. Designed specifically for students enrolled in a secretarial skills concentration, this course covers all materials presented in OFT 101 and OFT 102 in a one semester format. Prerequisite: ENG 10-097

OFT 10-201 KEYBOARDING III **3 CREDITS**

This is an advanced course designed to develop production skills through job simulations, and to improve speed and accuracy through speed building exercises. Emphasis will be placed on the mastery of keyboard activated equipment. Prerequisite: OFT 10-102, ENG 20-101 Eligible

OFT 10-202 MACHINE TRANSCRIPTION **3 CREDITS**

This course acquaints students with the operation and use of the Dictaphone for general secretarial applications. Students are expected to learn transcription skills and the technical vocabulary of their career specialization utilizing the Dictaphone machine. Prerequisite: OFT 10-201

Speedwriting (20)

OFT 20-121 SPEEDWRITING I**3 CREDITS**

Students will learn the basic principles of speedwriting, alphabets, brief forms, phrases, word prefixes and suffixes and word families. Students will increase their vocabulary, spelling and grammar and develop speed and accuracy in dictation and transcription. Prerequisite: ENG 20-101 or concurrent

OFT 20-122 SPEEDWRITING II**3 CREDITS**

This course is a continuation of the theory of Speedwriting I with intensive overview of the basic Speedwriting principles. Emphasis is placed on developing dictation and transcription speed and accuracy to meet the standards of professional stenographs. Prerequisite: OFT 20-121

OFT 20-221 DICTATION AND TRANSCRIPTION I**3 CREDITS**

This course is designed to develop dictation and transcription skills to the level required by private and public employers. Students will combine skills previously learned in speedwriting and typing with a knowledge of English grammar to produce materials such as letters, memoranda, business documents, etc., which are accurately transcribed and representative of professional quality work. Students must attain a dictation speed of 60-80 words per minute or more with 90 percent accuracy. Prerequisite: OFT 20-122

Word Processing (30)

OFT 30-152 WORD PROCESSING-MICROSOFT WORD**3 CREDITS**

Word processing with Microsoft Word is a hands-on course in which students will complete basic and advanced word processing tasks using Microsoft word software. The course begins with easy and proceeds to more advanced word processing functions step-by-step. This course will help the students take advantage of MS Word's time-saving formatting functions, as well as give the student a solid introduction to desk top publishing. Students will learn to use MS Word's glossary and style sheets. Prerequisite: OFT 10-101, ENG 10-097

OFT 30-251 WORD PROCESSING-WORDPERFECT**3 CREDITS**

This is a hands-on course in which the student will learn word processing functions using WordPerfect software. The course begins easy and proceeds to the more advanced word processing functions step-by-step. Students will learn to prepare term papers with footnotes and bibliography, spell check, and use the thesaurus as well as WordPerfect's time-saving merge document and macro features. Students will learn basic DOS functions to help take advantage of Word Perfect's disc management features. Prerequisite: OFT 10-101, ENG 10-097

OFT 30-252 DESKTOP PUBLISHING**3 CREDITS**

Students will learn the basics of desktop publishing by completing assignments with an instructor's help. Projects will include newsletters, legal and medical documents, scientific and mathematical formulas and equations. Business applications will include accounting, marketing and managerial statements. Font selection, size and layout will be emphasized to help students produce more readable documents. Prerequisite: OFT 30-151 or OFT 30-152 or demonstrate ability with Microsoft Word or Word Perfect software.

Office Procedures (40)**OFT 40-241 OFFICE PROCEDURES****3 CREDITS**

This course is a study of business and office procedures, careers, practices and responsibilities. Students will develop and refine office skills by working independently on job simulations and other related assignments which will reinforce their skills in the areas of typing, word processing, proofreading, business communications and filing. Prerequisite: OFT 10-102, ENG 20-101

PHYSICAL EDUCATION (PED)**PED 10-114 TRACK & FIELD****1 CREDIT**

Introduction to techniques of track and field events. Opportunity for specialization. (Pilot Status)

PED 10-115 TENNIS**1 CREDIT**

Beginning Skills, rules and regulations and strategy for both singles and doubles play. Skill development relates to the basic forehand and backhand swing plus the serve, clear and smack shots. (Pilot Status)

PED 10-116 BASKETBALL**1 CREDIT**

Develop fundamental skills and techniques of basketball such as shooting, passing, dribbling and team strategy, terminology, rules and basic drills. (Pilot Status)

SCIENCE (SCI)**SCI 05-099 GENERAL SCIENCE****4 CREDITS****General Science (05)**

This course provides an overview of chemistry, biology, geology, meteorology, astronomy and physics for students with no previous science background. The course is designed to generate appreciation for science through hands-on laboratory experiments, films and lectures. Students completing this course should be prepared to handle upper-level science courses. A three hour lab session is required each week. This course does not satisfy the lab science requirement for graduation. Prerequisite: MAT 10-097, ENG 10-097 or concurrent

Biology (20)**SCI 20-103 BIOLOGY I****4 CREDITS**

This course provides an introduction to basic biological principles, cell structure and function, classical and molecular genetics, and the biology of selected viruses, bacteria, protists, fungi, and plants. Four hours of lecture and two-hour lab session are required each week. Prerequisite: ENG 20-101 Eligible, MAT 11-098, SCI 05-099 or placement test

SCI 20-103 BIOLOGIA I**4 CREDITOS**

Introduccion a los principios biologicos basicos como: estructura y funcion celular, genetica clasica y molecular, y la biologia de los virus, y de los organismos pertenecientes a los Reinos Monera, Protista, Mycota y Plantae. Se requieren 4 horas de conferencia y un laboratorio de 2 horas de duracion. Texto en ingles usado con material suplementario escrito en espanol. La clase sera conducida en espanol. Pre-requisito: SCI 05-099, MAT 11-098, o prueba de ubicacion, ESOL Level 5 Reading and Writing

SCI 20-104 BIOLOGY II**4 CREDITS**

This course provides an introduction to the biology of animals, the tissues and organ systems of humans, the theory of evolution, and the types and classifications of animals. Four hours of lecture and a two hour lab session are required each week. Prerequisite: SCI 20-103

SCI 20-104 BIOLOGIA II**4 CREDITOS**

Comprende la biologia animal, enfatizando los tejidos y sistemas de organos del ser humano, la teoria de la evolucion y el sistema de clasificacion de los organismos del reino animal. Se requieren 4 horas de conferencia y un laboratorio de 2 horas de duracion. Texto en ingel usando con material suplementario escrito en espanol. La clase sera conducida en espanol. Pre-requisito: SCI 20-103, ESOL Level 5 Reading and Writing

SCI 20-106 NUTRITION (PREVIOUSLY SCI 20-105)**4 CREDITS**

This is a basic course in the nutritional value of food and the relation of nutrition to health during the several stages of the growth process: pregnancy, infancy, early childhood, teen-age, adulthood, and old age. This course includes a comprehensive study of nutrients, government food programs and nutrition: standards, surveys, and interventions. Current nutrition research, popular nutritional concepts, and the importance of nutrition in preventive medicine are stressed. Three hours of lecture and a three-hour lab session are required each week. Prerequisite: ENG 20-101 eligible

SCI 20-109 HUMAN BIOLOGY AND MEDICAL TERMINOLOGY**4 CREDITS**

This course is designed for medical secretaries. It includes a study of the structure and function of the human body with particular attention to medical terminology. Four hours of lecture and a two-hour lab is required. The course is offered as needed and open only to Sophomore-level students in the Office of Technology Program. Prerequisite: ENG 20-201 eligible

SCI 20-111 GENERAL BOTANY**4 CREDITS**

This course provides students with a more in-depth study of the biology of plants. It includes the structure, metabolic processes, distribution and importance of plants on our planet. Four hours of lecture and a two hour lab session are required each week. Prerequisite: SCI 20-103

SCI 20-201 ANATOMY AND PHYSIOLOGY I**4 CREDITS**

This course is designed to provide students with a basic understanding of the structure, function and disorders of the human body. Topics include an overview of the integumentary, skeletal, muscular, and nervous systems, as well as discussion of tissues and special senses. A three hour lab session is required each week. Prerequisite: SCI 20-104, SCI 30-121/123 or concurrent

SCI 20-202 ANATOMY AND PHYSIOLOGY II**4 CREDITS**

This course is a continuation of SCI 20-201. Topics include a discussion of body fluids, electrolytes, and the cardiovascular, lymphatic, respiratory, digestive, urinary, and endocrine and reproductive systems. A three hour lab session is required each week. Prerequisite: SCI 20-201

SCI 20-204 MICROBIOLOGY**4 CREDITS**

This course explores the history, scope, classification, growth, identification, genetics, and metabolism of microorganisms. Host-parasite interactions, immunology, and some bacterial, viral, fungal, and parasitic diseases are discussed. A three hour lab session is required per week. Prerequisite: SCI 20-104, SCI 30-121 or SCI 30-123

Chemistry (30)

SCI 30-121 GENERAL CHEMISTRY I**4 CREDITS**

This course provides an introduction to fundamental chemical concepts. Topics include scientific measurements, matter and energy, atomic structure, chemical bonding, the periodic table, stoichiometry, equations, solutions, acid-base theory, kinetics, and radiation. A three hour lab session is required each week. Prerequisite: ENG 20-101 Eligible, MAT 11-098

SCI 30-122 GENERAL CHEMISTRY II**4 CREDITS**

This course is designed primarily for students enrolled in Nursing and Allied Health programs, but is open to all students. An overview of organic chemistry and biochemistry is provided. A three hour lab session is required each week. Prerequisite: SCI 30-121

SCI 30-123 PRINCIPLES OF CHEMISTRY I**4 CREDITS**

Principles of Chemistry is a study of fundamental chemical concepts: scientific measurements, matter and energy, stoichiometry, atomic structure and periodic trends, chemical bonding, gases and liquids. The course is designed primarily for students with a concentration in Biological or Physical Sciences and for students interested in transfer to a four-year program in engineering. A three hour lab session is required each week. Prerequisite: ENG 20-101 Eligible, MAT 10-099

SCI 30-124 PRINCIPLES OF CHEMISTRY II**4 CREDITS**

A continuation of SCI 30-123, this course covers periodic properties of the elements, covalent structures, equilibrium, dissociation, redox reactions, acids and bases, electrochemistry, thermodynamics and an introduction to nuclear chemistry. A three hour lab session is required each week. Prerequisite: SCI 30-123

Physics (40)

SCI 40-141 PHYSICS I**4 CREDITS**

This course introduces students to the basic principles of physics. Topics include the study of basic units, scientific notation, velocity, acceleration, projectiles, force, motion, collisions, vectors, curvilinear and rotational motion, statics and hydrostatics. A three hour lab session is required each week. Prerequisite: ENG 20-101 Eligible, MAT 10-099

SCI 40-142 PHYSICS II**4 CREDITS**

As a continuation of SCI 40-141, this course is designed for students who intend to major in one of the sciences, or computer technology. Topics include energy, electric forces and fields, electrical currents, magnetism, waves, optics, thermal properties of matter and thermodynamics. A three hour lab session is required each week. Prerequisite: SCI 40-141

SCI 40-143 PRINCIPLES OF PHYSICS I**4 CREDITS**

Principles of Physics is a rigorous physics course with laboratory designed primarily for students who wish to transfer to a four-year engineering program. Topics include mechanics and energy, rotation and periodic motion. Much emphasis is placed on problem-solving, and competence in mathematics through algebra and trigonometry is expected. A three-hour lab session is required each week. Prerequisite: ENG 20-101 Eligible, MAT 20-201 or concurrent

SCI 40-144 PRINCIPLES OF PHYSICS II**4 CREDITS**

This course is a continuation of SCI 40-143. Topics include work and energy, thermodynamics, mechanical waves and sound. Much emphasis is placed on problem solving. Competence in mathematics, including algebra, trigonometry and differential calculus, is expected. A three hour lab session is required each week. Prerequisite: SCI 40-143, MAT 20-203 or concurrent

Honors Courses (50)

SCI 50-201 RESEARCH TECHNIQUES IN SCIENCE I**4 CREDITS**

This course is designed to provide an individualized laboratory experience for science majors in a research facility under the supervision of an appropriate researcher. Practical work experience appropriate to laboratory techniques and skills in research will be stressed. Students must devote at least 12 hours per week to laboratory work. A minimum of 4 hours of lab work per day is required. Limited enrollment. Prerequisite: 2 lab science courses, MAT 10-099, recommendation of Science Dept.

SCI 50-202 RESEARCH TECHNIQUES IN SCIENCE II**4 CREDITS**

This course is a continuation of SCI 50-201. It is designed to provide an individualized laboratory experience for science majors in a research facility under the supervision of an appropriate researcher. Practical work experience appropriate to laboratory techniques and skills in research will be stressed. Students must devote at least 12 hours per week to laboratory work. A minimum of 4 hours of lab work per day is required. Prerequisite: SCI 50-201, recommendation of the Science Department

SCI 60-101 INTRODUCTION TO ENVIRONMENTAL STUDIES**3 CREDITS**

This course is designed to provide an overview of environmental issues and career opportunities in the environmental industry. Topics include: pollution, regulation, environmental management, ecology

environmental agencies and community organizing, the impact of humanity on the environment, and solutions to environmental problems. Prerequisite: SCI 05-099, General Science

SOCIAL SCIENCES (SSI)

Economics (15)

SSI 15-101 ECONOMICS I: MICRO

3 CREDITS

This course introduces students to micro economic theory, with an emphasis on the U.S. economic system. Topics include a comparison between the neoclassical theories of Marginal Utility and Marginal Productivity with the Marxist theories of Labor Value and Surplus Value. Students will examine the growth of monopolies and government response to monopolies, the distribution of wealth and income, poverty, and the economic origins and implications of racism. (Fulfills Social Science requirement.) Prerequisite: ENG 20-101 or concurrent

SSI 15-102 ECONOMICS II: MACRO

3 CREDITS

This course introduces students to macro economic theory with an emphasis on the concepts of unemployment, inflation, and growth in capitalist and non-capitalist economic systems. Students will explore the "Boom & Bust" cycle from both a Keynesian and Marxist point of view, and will briefly examine the issues of underdevelopment and international trade from both the Neoclassical and Marxist point of view. (Fulfills Social Science requirement). Prerequisite: ENG 20-101 or concurrent

SSI 15-103 URBAN ECONOMICS

3 CREDITS

Students enrolled in this course will examine the problems of urban economics, such as poverty, discrimination, housing, education, health, transportation, and crime, using Boston (especially Roxbury-Dorchester) as a case study. Additional topics include a brief overview of urban location theory and an examination of Conservative, Liberal, Radical, and Black Nationalist economic theories which are examined in relationship to the identification and solution of economic problems. The issues and problems of specific topics such as Housing will be explored in class. Prerequisite: ENG 20-101

SSI 15-207 MONEY AND BANKING

3 CREDITS

This course provides an in-depth study of monetary theory and policies and their effect on the banking system of the U.S. The course focuses on the Federal Reserve System and looks briefly at the International Monetary Fund (IMF) and the World Bank, and their effect on the Third World, consumer credit and minority banking. Prerequisite: ENG 20-101, College Math Eligible

History (20)

SSI 20-101 WORLD HISTORY I

3 CREDITS

This survey course begins with the origins of humanity in Africa and ends with the year 1500 as seen from the perspective of non-western traditions. Several "cradles of civilization" in Africa, Asia, the Americas, and Europe are compared. Students will examine various aspects of the struggle of nations and classes including those of the Egyptians, Babylonians, Chinese, Indians, Greeks, Romans, Aztecs, Incas, and Moslems. Prerequisite: ENG 10-097

SSI 20-101 HISTORIA UNIVERSAL I

3 CREDITS

Estudio panorámico de los acontecimientos políticos, sociales, económicos, y culturales que han forjado la tradición occidental desde la antigüedad hasta 1500. Pre-requisito: LAN 20-106 o prueba de ubicación.

SSI 20-102 WORLD HISTORY II**3 CREDITS**

In this course, students will examine questions raised by the development and underdevelopment of several different types of socioeconomic systems including early communes, slave societies, feudal societies and capitalist societies. This course will emphasize the relationship between Europe, Africa, the Americas, and Asia, with a focus on how the economic interests of the developed western industrial nations and European capitalism have influenced world events. Prerequisite: ENG 10-097

SSI 20-102 HISTORIA UNIVERSAL II**3 CREDITOS**

Estudio panorámico de los acontecimientos políticos, sociales, económicos, y culturales que han formado la tradición occidental desde 1500 hasta el presente. Pre-requisito: LAN 20-106 o prueba de ubicación

SSI 20-103 U.S. HISTORY I**3 CREDITS**

History I addresses U.S. History from the time of the European invasion to the U.S. Civil War. The course examines problems and interrelationships of African slaves, European Invaders and immigrants, and Native American inhabitants. Prerequisite: ENG 10-097

SSI 20-105 U.S. HISTORY II**3 CREDITS**

This course presents an overview of American History since the Civil War. Focusing on the myth or reality of the "American Dream", students will examine the history and sociopolitical implications of the industrial revolution, urbanization, immigration, racism, the development of the United States as a major imperial power, as well as current inequalities and issues within the United States. Prerequisite: ENG 10-097

SSI 20-110 HISTORY OF BOSTON WORKING PEOPLE**3 CREDITS**

This course offers an overview of United States labor history with an emphasis on the issues of working people in Boston neighborhoods. Topics include an examination of prejudice and racism among Boston working people, the problems of immigrant populations and the changing role of women in the workforce. Prerequisite: ENG 10-097

SSI 20-111 BLACK STUDIES I**3 CREDITS**

This course examines both immense diversity and common origins of African descendants in South, North, and Central America and the Caribbean. The emphasis of this course is on recounting American history (North, Central, and South) and conceptualizing the essential features of the American hemisphere in order to establish the intellectual and academic environment for student to learn their own history. Prerequisite: ENG 10-097

SSI 20-113 CARIBBEAN HISTORY**3 CREDITS**

This course provides an introduction to the political, economic, and sociological history of the Caribbean region from prehistoric times to present. Topics discussed in depth include revolutionary and urban guerrilla movements, an appraisal of the forces of neo-colonialism, racism, and the American role as an agent of economic disintegration in the Caribbean. Prerequisite: ENG 10-097

SSI 20-113 HISTORIA DEL CARIBE**3 CREDITOS**

Introducción a la historia sociocultural, política y economía de la región del Caribe desde la prehistoria hasta el presente. Se estudia, en particular, las fuerzas neocolonialistas, los movimientos revolucionarios y el rol de los Estados Unidos como agente desintegrador de la región. Pre-requisito: LAN 20-106 o prueba de ubicación

SSI 20-112 BLACK STUDIES II**3 CREDITS**

As a continuation of Black Studies I, this course focuses on the history and achievements of African Americans from the time of Reconstruction to the present. Students will gain an appreciation for the vast contributions and accomplishments of African Americans, and by examining the theory of underdevelopment, students will come to understand how the social and economic exploitation of one group over another has influenced the body of knowledge about African-Americans in American history and culture. Prerequisite: SSI 20-111, ENG 10-097

SSI 20-114 HISTORIA DE HISPANOAMERICA I**3 CREDITOS**

Evolución histórica de los pueblos que integran la América Hispánica desde los tiempos precolumbianos hasta su emancipación política de España. Se examina el desarrollo institucional y las corrientes sociales, económicas y políticas de la región desde las primeras manifestaciones amerindias hasta 1821. Pre-requisito: LAN 20-106 o prueba de ubicación

SSI 20-114 LATIN AMERICAN HISTORY I**2 CREDITS**

This course provides an introduction to the political, economic, and socio-cultural history of Latin America from prehistoric times to 1821. It includes an in-depth study of the American Indian cultures and the European conquest and colonization. Prerequisite: ENG 10-097

SSI 20-115 LATIN AMERICAN HISTORY II**3 CREDITS**

This course provides an examination of the independence movements in Latin America, with emphasis on the establishment of the republics, their revolutions, and present-day society. Revolutionary and urban guerrilla movements will be studied in depth, as well as the forces of neocolonialism, racial tension, and disintegration. The role of the United States as an agent of economic/political disintegration will be fully appraised. Prerequisite: ENG 10-097

SSI 20-115 HISTORIA DE HISPANOAMERICA II**3 CREDITOS**

Evolución histórica de los pueblos que integran la América Hispánica desde 1821 hasta el presente. Se estudian los movimientos revolucionarios, el neocolonialismo y el rol preponderante de los Estados Unidos como agente disfuncional dentro del hemisferio americano. Pre-requisito: LAN 20-106 o prueba de ubicación

SSI 20-117 COMPARATIVE SLAVERY**3 CREDITS**

The focus of this course is to examine comparative literature and historiography of slavery with emphasis on slave regimes found in North, South, and Central America. Prerequisite: ENG 20-101

Political Science (25)

SSI 20-209 MODERN AFRICAN HISTORY**3 CREDITS**

This course focuses on the historical and social conditions that gave rise to African underdevelopment. Issues addressed include economic imperialism and colonialism in Africa and the extent to which these forces influenced the course of African underdevelopment. Prerequisite: ENG 20-101

SSI 25-110 COMMUNITY ORGANIZING**3 CREDITS**

Topics included in this course are theories of community organizing; assessment and use of various organizing styles and campaigns to fit specific cultural and situational needs; analysis of economic, social, and ethnic interests; targeting different constituencies; strategizing, developing and meeting time-lines; fund raising; coalition building; and leadership skills development. Students are required to apply community organizing skills in an actual community organization. Prerequisite: ENG 10-097

SSI 25-111 LABOR UNIONS AND ORGANIZING**3 CREDITS**

This course provides an overview of labor and work issues and the role of unions in the workplace, with the focus on union relationships with Black and Hispanic constituents in Boston. Media materials, guest speakers and student's own experiences provide the focal point for classroom discussion. Prerequisite: ENG 10-097

SSI 25-118 BASIC PRINCIPLES OF POLITICAL SCIENCE**3 CREDITS**

This course surveys the theory and practice of politics and its organizational structure in society. Topics include the nature of political power and influence; the role of ideology; constitutions and other law as the basis for legitimate political authority; legislative, judicial and executive functions of government; foreign policies and international politics; political parties and other interest groups; elections and other forms of political participation. Prerequisite: ENG 10-097

SSI 25-119 INTRODUCTION TO U.S. GOVERNMENT AND POLITICS**3 CREDITS**

This course examines the interaction of the United States government, businesses and other interests groups which shape the American political system. This course focuses on three major questions: who governs the United States, how is it governed, and what are the possibilities for change? A traditional approach to understanding United States government will be augmented by the pluralist view and radical critique. Prerequisite: ENG 20-101

SSI 25-120 STATE AND LOCAL POLITICS**4 CREDITS**

This course examines issues of group conflict, community leadership, influence, and decision-making at the state and local levels of the United States government. Boston politics will be used as a case study. Students enrolled in this course are required to participate in an internship field experience (at least 4 hours per week) with city or state government officials. Prerequisite: ENG 20-101

SSI 45-212 URBAN SOCIOLOGY**3 CREDITS**

An in-depth examination of the complex sociological issues of urban areas is the unifying theme of this course. Students will investigate the socio-cultural, political and economic forces that give definition to many problems facing today's urban communities. Prerequisite: ENG 20-101, SSI 45-123

Psychology (35)

SSI 25-210 INTRODUCTION TO INTERNATIONAL RELATIONS**3 CREDITS**

This course is designed to increase understanding about the process of negotiations and crisis intervention in international conflict by studying the foreign policies of various sovereign states and learning about the constraints forced by policy-makers. The course will also strive to acquaint students with a broad range of theoretical approaches to international relations. Prerequisite: ENG 20-101

SSI 35-122 GENERAL PSYCHOLOGY**3 CREDITS**

In this course students will be introduced to major and selected minor schools of psychology. Topics include the history of psychology, learning, motivation, emotion, perception and personality development. Prerequisite: ENG 10-097

SSI 35-122 INTRODUCCION A LA PSICOLOGIA**3 CREDITOS**

Estudio de las teorías, principios y conceptos fundamentales del comportamiento humano. Se estudian, además, las distintas escuelas que definen el campo de la psicología. Pre-requisito: LAN 20-106 o prueba de ubicación

SSI 35-200 PSYCHOLOGY AND WOMEN**3 CREDITS**

This course examines the psychological theories specifically related to women with an emphasis on biological, environmental, and socio-cultural perspectives. Special attention is given to the issues and concerns of women throughout various stages of life. Prerequisite: ENG 20-101

SSI 35-201 ADVANCED TOPICS IN GENERAL PSYCHOLOGY**3 CREDITS**

Students enrolled in this course will examine the interaction of the social and physiological foundation of behavior. Topics covered in this course illustrate the dynamics of these two interrelated components. Prerequisite: SSI 35-122, ENG 20-101

SSI 35-202 ABNORMAL PSYCHOLOGY**3 CREDITS**

Abnormal Psychology is a study of a wide range of psychological disorders. Topics include significant research and theories relating to psychological disorders with an emphasis on the development of symptoms and on a variety of psychotherapeutic treatment modalities. Prerequisite: SSI 35-122, ENG 20-101

SSI 35-203 PSYCHOLOGY OF RACISM IN THE UNITED STATES**3 CREDITS**

This course examines the mental and behavioral characteristics of racism. The course seeks to uncover the roots of racism and discuss how racism perpetuates social, economic, and political domination. Students will explore ideas to counteract and eliminate racism in our society. Prerequisite: SSI 35-122, ENG 20-101

SSI 35-205 HUMAN RELATIONS**3 CREDITS**

Human Relations provides students with an understanding of the key concepts of human behavior, interpersonal dynamics, communication styles and skills, and managing the change process. This course takes a skills approach to human relations training and emphasizes the application of knowledge through

practice along with teaching techniques such as group methods, role playing, field interviews, dyads and videotaping. Prerequisite: ENG 10-097

SSI 35-205 RELACIONES HUMANAS

3 CREDITOS

Estudio introductorio a los conceptos, principios y teorías que definen el comportamiento humano, las relaciones interpersonales, la dinámica personal, y la realización personal. Se examina, además, la dinámica del cambio personal y social desde la estructura organizativa del alumno. El curso combina la teoría con la práctica mediante la utilización de aquellas técnicas necesarias para el éxito de la comunicación humana. Pre-requisito: LAN 20-106 o prueba de ubicación

SSI 35-209 HUMAN GROWTH AND DEVELOPMENT

3 CREDITS

Life span development is the term used to describe the biological, cognitive, social and psychological changes that take place as humans grow from the prenatal stage through birth, infancy, childhood, adolescence, adulthood and move toward death. Students enrolled in this course will explore both the historical views and contemporary approaches to life span development as they trace human growth from a single celled organism to the complex interaction of elements that shape adult behavior. Prerequisite: ENG 10-097

Sociology (45)

SSI 45-123 INTRODUCTION TO SOCIOLOGY

3 CREDITS

This course introduces students to the basic theories, concepts, and research methods of society and social systems. Topics include culture, socialization, social stratification, urbanization, modernization, and social change. Prerequisite: ENG 10-097

SSI 45-123 INTRODUCCION A LA SOCIOLOGIA

3 CREDITOS

El curso examina los principios, teorías, conceptos fundamentales y técnicas investigativas del campo de la sociología. Se estudia específicamente el proceso de socialización, la cultura, la familia, el cambio social, la estratificación social y la sociedad contemporánea dentro del contexto socio-cultural tercermundista. Pre-requisito: LAN 20-106 o prueba de ubicación

SSI 45-204 ADULT DEVELOPMENT AND AGING

3 CREDITS

An examination of the physiological and psychological changes that occur in individuals as they proceed through the natural process of aging is the central theme of this course. Students will survey research methodologies, developmental principles, and theoretical approaches to the process of aging with a focus on the origin and nature of individual changes in adulthood and old people. Prerequisite: ENG 20-101

SSI 45-208 INTRODUCTION TO SOCIAL SCIENCE RESEARCH METHODS

3 CREDITS

This course introduces basic techniques and skills of social sciences through an interdisciplinary, topical approach. Skills practiced include case study and qualitative and quantitative research; topics include ethnography, statistics, construction and interpretation of questionnaires, interviewing, social observation, historical cause and effect, social analysis formulating social science hypotheses, identifying variables, conducting controlled experiments, and interpreting experimental findings. Prerequisite: ENG 20-101, MAT 10-102 or MAT 10-120, one Social Science Course

SSI 45-212 SOCIOLOGIA URBANA**3 CREDITOS**

El curso estudia la problemática conflictiva de la sociedad urbana contemporánea tanto en los Estados Unidos como en Hispanoamérica. Se estudian particularmente las fuerzas que ocasionan la discriminación racial, socioeconómica, religiosa y política de la sociedad urbana dentro del contexto socio-cultural tercermundista. Pre-requisito: SSI 45-123, LAN 20-106 o prueba de ubicación

SSI 45-213 SOCIOLOGY OF RELIGION**3 CREDITS**

An in-depth examination of forces that have defined and explained man's religious experience since the development of civilization to the present. Students will examine the concepts of religious institutions, comparative religions, and the nature of religious experience, in relationship to their impact within a given social structure. Prerequisite: ENG 20-101, SSI 45-123

SSI 45-213 SOCIOLOGIA DE LA RELIGION**3 CREDITOS**

El curso examina el fenómeno de la religión según este se manifiesta en la estructura social, que le dieron génesis. Se estudia, además, las creencias, prácticas y actitudes que han definido y fijado la religión desde la antigüedad hasta el presente. Pre-requisito: SSI 45-123, LAN 20-106 o prueba de ubicación

SPECIAL TOPICS**Caribbean Topics (80-100 Series)**

This program comprises a series of 3 credit elective courses which offer an in-depth examination of a particular Caribbean society and its relationship with the United States and its Caribbean neighbors. The courses are as follows:

- SSI 80-101 The Puerto Rican Reality
- SSI 80-102 The Jamaican Reality
- SSI 80-103 The Haitian Reality
- SSI 80-104 The Dominican Reality
- SSI 80-105 The Trinidad Reality
- SSI 80-106 The Cuban Reality

Caribbean Field Studies (80-200 Series)

This program comprises of two-to-four week intensive field study courses, which follow the Caribbean Topics courses focusing on one Caribbean society.

- SSI 80-201 The Puerto Rican Exchange Study Tour
- SSI 80-202 The Jamaican Exchange Study Tour
- SSI 80-203 The Haitian Exchange Study Tour
- SSI 80-204 The Dominican Exchange Study Tour
- SSI 80-205 The Trinidad Exchange Study Tour
- SSI 80-206 The Cuban Exchange Study Tour

Anthropology (55)

SSI 55-124 INTRODUCTION TO CULTURAL ANTHROPOLOGY

3 CREDITS

A comparative study of different cultures and their learned behaviors, kinship and family, language and cultural meaning, gender, sexuality, sexual behavior, war and violence, religion, work, education and socialization will be studied in this course. Students will compare and contrast these different elements in order to gain insight and appreciation for their own cultural background and the cultural backgrounds of others. Students are introduced to ethnographic research methods. Prerequisite: ENG 20-101, at least one other Social Science course

TECHNOLOGY (TEC)

TEC 10-099 CONCEPTS IN TECHNOLOGY

4 CREDITS

This course provides an overview of electro-mechanical design. Students utilize drafting and computer-assisted drafting (CAD) to design the simple electro-mechanical devices they build. Recommended for students interested in careers or further study in technology who are currently at the Math and/or English 096 or 097 level. Three lecture and three lab hour per week. Prerequisite: None

TEC 10-118 INTRODUCTION TO ENGINEERING GRAPHICS

4 CREDITS

This course is designed to equip students with basic drafting skills required to represent three dimensional objects. Students learn the orthographic method to show shape and size descriptions of objects. Topics such as lettering, use of tools, and geometric construction, as well as the fundamental concepts required for more advanced drafting courses are included. Three lecture, three lab, and two independent study hours per week. Prerequisite: ENG 10-097, MAT 11-098

TEC 10-120 INTRODUCTION TO COMPUTER-ASSISTED DRAFTING (CAD)

4 CREDITS

This course is designed for those students who would like to find out how computers are used in drafting and design. Hands-on experience in two-dimensional software such as AutoCAD or VersaCAD, and three-dimensional systems including Computervision, is provided. Students use the computer to produce a variety of simple and moderately complex mechanical and electronic drawings. Since class exercises do not require a drafting background, the course is open to all interested students. Successful completion of the course requires the performance of a variety of CAD competencies. Three lecture, three lab, and two independent study hours per week. Prerequisite: ENG 10-097, MAT 11-098

TEC 10-130 ARCHITECTURAL AND CIVIL DRAFTING

4 CREDITS

This course covers the fundamental drawing skills associated with architectural design, sketching, and working-drawing development. In addition to drawing exercises which lead to the development of a complete set of architectural working drawings, an introduction to construction and design techniques is presented. Three lecture and three lab hours per week. Prerequisite: TEC 10-118 or concurrent

TEC 10-140 DRAFTING FOR ELECTRONICS**4 CREDITS**

This course covers the basic elements of drafting as they apply to the field of electronics and is designed for CAD/drafting majors and other students who anticipate a career in, or further studies in, engineering technology. Topics include block and connection diagrams, component symbols and components specifications, schematics, logic symbols, and design of printed circuit boards with discrete components and integrated circuits. Three lecture and three lab hours per week. Prerequisite: ENG 10-097, MAT 11-098

TEC 10-150 MECHANICAL DRAFTING**4 CREDITS**

This course provides instruction in the techniques of generating mechanical working drawings. Topics include dimensioning, threads and fasteners, detail and assembly drawings. Three lecture and three lab hours per week. Prerequisite: TEC 10-118 or concurrent

TEC 10-220 ADVANCED TOPICS IN CAD**4 CREDITS**

This course provides an opportunity for advanced students to learn other computer-assisted drafting and design software which have not been covered previously in other classes. Three lecture and three lab hours per week. Prerequisite: TEC 10-120, ENG 20-101, MAT 10-099

TEC 10-230 ADVANCED ARCHITECTURAL DESIGN**4 CREDITS**

This course, designed for students with manual architectural background, gives instruction in architectural drawing utilizing a two-dimensional, computer-assisted design software such as AutoCAD. Customization and special applications of the CAD software to architectural design are stressed. Students produce floor plans, elevations, plot plans, and detail drawings. Three lecture and three lab hours per week. Prerequisite: TEC 10-120, TEC 10-130, ENG 20-101, MAT 10-099

TEC 10-240 ADVANCED CAD ELECTRONIC CIRCUIT DESIGN**4 CREDITS**

This course is designed for students seeking entry-level CAD/drafting positions involving schematic entry as well as for those students who are planning to go on for further training in printed circuit design or electrical engineering. Students become familiar with schematic entry, mechanical specifications, and other data preparation necessary to set up a printed circuit board. Three lecture and three lab hours per week. Prerequisite: TEC 10-120, TEC 10-140, ENG 20-101, MAT 10-099

TEC 10-250 ADVANCED MECHANICAL DESIGN**4 CREDITS**

An advanced course in the application of computer-assisted design to mechanical problems, students use three dimensional software such as Computervision Personal Designer, VersaCAD, and AutoCAD to design and to detail a variety of moderate to complex mechanical drawings. Three lecture and three lab hours per week. Prerequisite: TEC 10-120, TEC 10-150 or concurrent; ENG 20-101, MAT 10-099

ADMINISTRATIVE, & SUPPORT STAFF

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Operations Manager
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Maintenance/Facilities

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